

# THE ART OF EFFECTIVE COMMUNICATION ONLINE COURSE

Competence Canada Course ID: 1613

## Recommended Prior Knowledge/ prerequisites:

No prior communication experience is necessary for this course. Basic language proficiency and a willingness to enhance communication abilities are advantageous.

This workshop is designed to accommodate participants from diverse backgrounds and skill levels.

## Course Duration:

The Effective Communication Skills Workshop is a dynamic and interactive experience spread over 1 day. The workshop is designed to provide participants with practical tools and techniques to improve various aspects of communication.

## Who should attend?

The Effective Communication Skills Workshop is suitable for individuals from all professional fields and walks of life. It is beneficial for those seeking to refine their communication abilities, whether for personal or professional growth. This workshop is ideal for students, professionals, managers, leaders, and anyone interested in honing their communication skills to connect more effectively with others, convey ideas persuasively, and excel in various interpersonal interactions.

## Fee Structure:

These fees include digital course materials, training, and the cost of issuing certificate.

Learning Objectives:

- Upon successful completion of the Effective Communication Skills Workshop, participants will be able to:
- Understand the key elements of effective communication.
- Enhance verbal and nonverbal communication skills.
- Improve active listening abilities for better comprehension.
- Develop clear and concise messaging for different audiences.
- Navigate difficult conversations with confidence and empathy.
- Utilize storytelling techniques to engage and influence.
- Adapt communication styles for diverse individuals and contexts.
- Present ideas persuasively in both formal and informal settings.
- Handle feedback positively and constructively.
- Cultivate strong interpersonal skills for collaborative success.

Knowledge:

Participants will gain knowledge in the following areas:

- Elements of effective communication
- Verbal and nonverbal communication cues
- Active listening and comprehension techniques
- Crafting clear and concise messages
- Strategies for navigating difficult conversations
- The art of storytelling in communication
- Adapting communication styles for different audiences
- Persuasive presentation techniques
- Receiving and delivering constructive feedback
- Interpersonal skills for effective relationships

### Certificate

The E-certificate will be issued with soft signature. You may print hard copy for your reference.

If you would like a physical certificate, Competence Canada can issue one for an additional cost which includes shipping.

### How To Get Started:

For more information or to sign up for this course, please email us at [trainings@competencecanada.com](mailto:trainings@competencecanada.com) or visit us at [CompetenceCanada.com](http://CompetenceCanada.com) to learn more about our trainings, accreditation, and membership programs.

### About Competence Canada:

Competence Canada is a Canadian-based organization committed to promoting safety, social good, and sustainability in the workplace. We recognize that skills, experience, and training are essential for individuals to excel in their careers and make a positive impact in their communities. That's why our goal is to provide high-quality training and certification programs to individuals across a range of industries, empowering them with the tools and knowledge they need to succeed.

Through our comprehensive education and certification programs, we are dedicated to helping you gain a competitive edge in your field. Whether you're looking to advance in your current role, switch careers, or stay up-to-date on the latest industry standards, Competence Canada is here to support you. Our team of experts is committed to providing the highest level of service and guidance, so you can achieve your professional goals and make a meaningful impact in your workplace and beyond.