

ADVANCED COMMUNICATION SKILLS

“Enhance Your Communication Abilities to Influence, Persuade, and Connect Effectively.”

Schedule

Venue (In-house)	Fees
At Your Organization Premises	Ask For The Quotation

► **Available delivery methods:** In-House Training

Introduction

Strong communication skills are the foundation of professional and personal success. The ability to convey ideas clearly, listen actively, and engage with diverse audiences is critical in today’s fast-paced business environment.

The Advanced Communication Skills course equips participants with practical tools and techniques to refine verbal, non-verbal, and written communication. The program emphasizes effective interpersonal interactions, professional presence, and the ability to influence and motivate others.

Objectives

By the end of this course, participants will be able to:

- Master advanced verbal and non-verbal communication techniques.
- Enhance active listening and questioning skills.
- Communicate complex ideas clearly and persuasively.
- Develop professional writing skills for emails, reports, and proposals.
- Handle difficult conversations and conflicts effectively.
- Influence, negotiate, and persuade stakeholders confidently.
- Adapt communication styles to different audiences and situations.
- Strengthen interpersonal relationships and collaboration skills.

Why Attend

This course is essential for professionals, managers, and team leaders who want to elevate their communication skills to achieve better workplace results. Participants will gain actionable strategies for effective interactions, enhanced influence, and improved professional relationships.

Target Audience

This course is suitable for:

- Professionals at all levels seeking to improve communication skills
- Managers and Team Leaders
- Executives and Supervisors
- Customer-Facing and Client Service Staff
- Project Managers and Coordinators
- Employees responsible for team collaboration and stakeholder engagement

Individual Benefits

- Gain confidence in verbal, non-verbal, and written communication.
- Improve clarity, impact, and persuasiveness in professional interactions.
- Enhance active listening, empathy, and rapport-building skills.
- Develop effective strategies for handling difficult conversations and conflicts.
- Increase professional credibility and influence within the organization.
- Strengthen teamwork, collaboration, and leadership presence.

Organizational Benefits

- Foster effective communication culture within teams and departments.
- Reduce misunderstandings and conflicts, enhancing workplace harmony.
- Improve client engagement and satisfaction through clear communication.
- Support leadership development and employee growth initiatives.
- Enhance productivity, collaboration, and decision-making.
- Build a professional image of competence, confidence, and credibility.

Instructional Methodology

The training employs a practical, hands-on approach through:

- Interactive lectures on communication principles and techniques
- Role-playing exercises for real-world professional scenarios
- Workshops on presentations, written communication, and active listening
- Group exercises for collaborative problem-solving and team communication
- Assignments focused on handling conflict, negotiation, and persuasion
- Continuous feedback, coaching, and Q&A sessions for skill reinforcement

Course Outline

Module 1: Fundamentals of Advanced Communication

Module 2: Verbal Communication – Clarity, Tone, and Impact

Module 3: Non-Verbal Communication – Body Language and Presence

Module 4: Active Listening and Questioning Skills

Module 5: Professional Writing – Emails, Reports, and Proposals

Module 6: Communication in Meetings and Presentations

Module 7: Conflict Management and Difficult Conversations

Module 8: Influencing, Persuasion, and Negotiation Skills

Module 9: Adapting Communication for Different Audiences

Module 10: Capstone Exercise – Applying Advanced Communication Skills in Workplace Scenarios

Certification

Upon successful completion, participants will receive a Certificate in Advanced Communication Skills, validating their expertise in professional communication, collaboration, and influence.

Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation’s unique goals.

In-House / Customized Training

Interested in running this course for your team?

Please contact us:

TEL:

+601116373203

EMAIL:

info@mawaevents.net

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