

BE AN EXCELLENT COMMUNICATOR WORKSHOP

DURATION: 2 DAYS

TIME SCHEDULE

Time: 9:00am to 5:00pm

Lunch Break: 1:00pm to 2:00pm



INTRODUCTION

This program is designed to create the awareness, groom and train the participants to communicate better and most importantly, effective. With experiential learning method along with a better understanding on how communications work, tools, tips and the best attitude to go with it the participants will be able to raise the bar and benchmark of the effectiveness level of their communications hence an increase in connections and collaborations within the organization will result in higher return of investment in the future.

BENEFITS

At the program's conclusion, participants should be able to:

- Understanding the true meaning of an effective communication and the essential elements of communications.
- Have the awareness of responsibility in creating the desired communication result.
- Identifying their own strengths and room for improvements in terms of communication.
- Profiling their audience to better understand how to connect effectively.
- Adapting and navigating through different personality.
- Sharpen their skills to present by effectively creating their presence, efficiently using non-verbal communication and also utilizing the room and space.
- Aware of the best attitude to drive and compliment their skills and knowledge.

KEY CONTENT

DAY 1

MODULE 1: HELLO, LETS GET STARTED

- Program Context Setting
- Working Agreements
- Icebreakers
- What is EFFECTIVE COMMUNICATIONS??

MODULE 2: IF IT'S TO BE IT'S UP TO ME

- Attitude Check - Responsible vs Victim

- Elements Of An Effective Communications
- HOT Seats - Communications Challenge
- The Formula - Commitment + Actions = Result

MODULE 3: DISC

- DiSC Personal Profiling
- Strengths & Room For Improvements
- Profiling The People
- Discover, Navigate & Adapt (DNA)

DAY 2

MODULE 4: SHHH!!.. NON VERBAL COMMUNICATIONS

- How The Brain Communicate
- The VAK Tool
- Non Verbal Everyday
- Communication Challenge - Charades
- Theories & Methodologies - Everything Speaks!!

MODULE 5: DO OR DON'T, THERE IS NO TRY

- Issues & Challenges in Communications
- The Electric Maze
- Going Beyond The Comfort Zone

MODULE 6: LIGHTS, CAMERA, ACTION!

- Giving & Receiving Feedbacks
- Preparations for **Silent Role Play**
- Case Study Based Role Play
- Feedbacks Sharing Learning

AUDIENCE

- Non-executives leaders
- Executives
- Senior Executives
- Asst Managers
- Managers
- Management team
- Trainers

METHODOLOGY

The method of learning would include:

- Experiential Learning
- Content Based / materials
- Audio/ visual aids
- Assessment base
- Case studies reference
- Feedback / sharing
- Role-play