



TWO-FOR-ONE OFFER

on Powerful Communication Skills course

07-11 August 2017 (course code: 17/PCS03)

Course fee for 2 people: GBP 1,795.00
Registration fee for 2 people: GBP 75.00
+ 20% VAT (if applicable)

In this highly competitive international business world, power lies with those who can communicate powerfully and effectively. If you want to be listened to, you need to know how to get your message across succinctly and clearly. You need to make a strong, positive impression from the start of any interaction. But powerful communication is not only about making your point effectively. It is also about knowing how to get information in the right way at the right time, and knowing when to listen rather than speak. It is about knowing how to get the best result for you, your department and your company. To be a powerful communicator you have to adapt your communication style to suit the people you are with and the situation you are in.

Aims

- to help you to communicate your business aims, targets and needs powerfully and effectively
- to give you the skills to be able to listen, interact and manage the communication environment successfully
- to enable you to adopt the right communication style even in the toughest circumstances

Content

This course combines the key communication elements which underpin skills programmes which Canning has been running for over 25 years. You will learn how to:

- create a positive impression
- represent your ideas, opinions or products with impact
- probe to obtain the information you are seeking
- obtain *WIN-win* solutions when communicating internationally
- handle conflict effectively
- gain and maintain control over discussions
- adapt your communication style to suit the local culture

Methods

We believe you learn by doing, by practising what you have to do in your working life. Our trainers are powerful communicators and can be your role models. But you will only become a powerful communicator yourself, if you practise the key skills with others. Hence we do a lot of role-play and limit groups to six people.

Course Details

The daily timetable will be Monday-Friday 0900-1730. In addition, we offer a programme of extra evening activities. We can arrange accommodation for you in a homestay or in a local hotel – see application form for details.

How to Book

To book, please complete the application form. Applicants will be asked to telephone us for a test of their level of English. Minimum level required: High Intermediate.