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# EFFECTIVE BUSINESS COMMUNICATION TRAINING

| Date | Time | Duration | Venue | CPD | Cost (EXcl. VAT) |
|---|---|---|---|---|---|
| 9th - 10th Jun, 2022 | 08:30 AM-11:30 AM | 2 Day(s) | Webinar, Zoom | 2 | 3,000.00 |

## Course Overview

## Course Objectives

By the end of this program, participants will be able to;

- The Communication Process
- Barriers of Effective Communication
- Steps of Monroe's Motivated Sequence
- Questioning Techniques
- Role of Active Listening in communication
- Role of Body Language in Communication
- Method of Writing Effective Emails
- AIDA: Attention-Interest-Desire-Action Tool

## Target Groups

This training is suitable to a wide range of professionals but will greatly benefit;

- Managers and supervisors responsible for team performance.
- Business leaders seeking to enhance organizational effectiveness.

## Video Link(s)

| Module Title | Video Link |
|---|---|

**CHRP. Den PN Gathitu**
**Secretary General**
**Academy of Certified Human Resource Professionals**