

Effective Communication Skills

Aug 05 – 07, 2024	PIM, Karachi	Rs. 41,000/=
Dec 02 – 04, 2024	PIM, Lahore	Rs. 41,000/=
Oct 07 – 09, 2024	PIM, Islamabad	Rs. 41,000/=

Course Description

Communication is the manager's most important activity and he spends 90% of his time on it. Yet it is amazing how ineffective many managers are at the process. With effective communication, managers can make people, department and organization work more efficiently. This course is designed to teach manager effective skills in communications and to improve their communication styles.

LEARNING OUTCOMES

- Understand the need of Effective Communication and why it is challenging.
- Comprehend the complete Communication Process
- Recognize various barriers in communication and develop strategies to overcome them.
- Uncover and define your own communication style
- Using Verbal and Non-verbal communications

WHO MUST ATTEND?

The course is open to managers at all levels and from all departments.

COURSE CONTENTS:

- Managerial Problems of Communication
- The Communication Process
- Tools and Methods for Effective Communications
- Individual Communication in Building Harmonious Relations on a Planned Basis
- The Development of a Communication Improvement Program

FOR DETAILS AND REGISTRATION

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