

Document Generated: 12/18/2025

Learning Style: On Demand

Technology:

Difficulty: Beginner

Course Duration: 2 Hours

Communication Essentials For Professionals



About this Course:

The Communication Essentials course develops the interpersonal skills in the candidates and helps them to develop effective communication skills. It is said that to be effective in business, you have to communicate well and to be a good manager, you have to communicate exceptionally well. The course enables the

candidates to achieve this and ultimately grow in their careers at a rapid pace.

This course is equally helpful for managers and professionals at all levels as it develops the sound communication skills in them required for effective working relationships. This training course provides the communication skills required to handle day-to-day situations in any organization with a flexible, genuine, and self-confident approach, and helps the candidates to build collaborative relationships based on professionalism, trust and mutual respect.

Course Objectives:

- Develop sound communication skills for fostering effective working relationships.
- Cultivate a flexible, genuine, and self-confident communication approach.
- Handle day-to-day organizational situations with professionalism and mutual respect.
- Build collaborative relationships based on trust within any professional setting.
- Enhance interpersonal skills and master effective communication strategies.
- Accelerate career growth through exceptional managerial communication

Audience:

Ideal for professionals and managers across all levels, this course caters to individuals aiming to refine their communication skills, foster effective work relationships, and advance their careers with a versatile and confident approach. Whether you're navigating day-to-day organizational challenges or aspiring to excel in managerial roles, this course is tailored to enhance your interpersonal skills and elevate your communication strategies.

Prerequisite:

No specific prerequisites; open to professionals at all levels seeking to refine their communication skills for professional success.

Course Outline:

Lesson 1: Business Communication

Lesson 2: Verbal and Non-verbal Communication

Lesson 3: Written Communication

Lesson 4: Electronic Communication

Lesson 5: Communicating with Graphics

Lesson 6: Effectively Working for Your Boss