Communication in an Organisation

Professional communication skills training increases your confidence and raises your profile as someone who is in full control of communication in the workplace - both in written and in verbal form.

Ours is the cream of communication courses with a fully-proven schedule of simple lessons to make work communications come naturally to you.

Designed for

- Those who need to gain an understanding of key communication skills.
- Experienced staff being given leadership or management responsibilities
- Team leaders

Prerequisites

As the course is delivered online, you will need broadband internet access. You will need Microsoft Word 97 or above (or a word-processing program fully compatible with Word) on your computer.

Objectives

The ability to communicate effectively is a vital component in anyone's toolbox. The course will help you understand what gets in the way of effective communication; some of the different types of information available; and how to find and use the right information.

Course Content

- **The online course introduces and covers key ideas, including:**
- **Communication Barriers**
- **Management Research**
- **Sources of Information**
- **Understanding Quantitative and Qualitative Data**
- **Communication Systems and Processes**
- **Workplace Communication Structures**
- **Culture in the Workplace**

- **Adapting to Improve Your Workplace Communication**
- **Career and work-focussed learning**
- **Specially designed learning activities help you put into practice the new habits and skills you have gained. They reinforce your learning and create a memorable course-style.**
- **Interactive 'Quick Quizzes' give you the chance to test your new-found knowledge**
- **Learning bookmarks built into the system, so you can easily start again where you left off**
- **Automatic progress tracking helps you see your progress, building up your motivation**

Benefits

- **Improved performance for anyone looking to make more of their time**
- **Flexible, self-paced learning via the internet**
- **Learn where and when you want**
- **No software to install**
- **Hints and tips to help solve real work problems**
- **Includes a 'Progress file' so you can record your learning activities and progress**
- **The opportunity to gain a prestigious Pitman Training Certificate**
- **Ample opportunity to complete the course – 6 months access**

Course duration: 25-35 hours