Interpersonal Communications

One of several communication courses offered by Pitman Training, this course tackles a core skill that's often in demand – particularly if you're looking for promotion, additional responsibility or to broaden your opportunities.

Moving you on from basic communication skills, this course considers key communication areas in depth to help you become more confident in the workplace as well as more effective.

Interpersonal Communications lasts between 20 - 30 hours and is provided in an e-learning format so you can learn at home, at a pace to suit you. Every Pitman Training centre also has Course Advisors, so there is always additional support on hand should you feel it necessary.

The course is highly practical in nature – it is packed with hints and tips to solve real-life work problems including quizzes to help reinforce your learning as you go.

What's more, our online system will help you track your progress and take you straight back to where you left off, as well as help build your motivation. There is also a generous six-month window to complete the programme.

Designed for

- Anyone who needs to improve their communication skills
- Experienced individuals being given, or looking for, more responsibility

Prerequisites

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

Objectives

This course will help you explore key areas in communication, including: written communication; active listening; questioning skills; leading effective meetings.

Course Content

The online course introduces and covers key ideas, including:

- An introduction to Interpersonal Communication
- Written Communication

- Active Listening
- Questioning Skills
- Types of Meetings
- Leading Effective Meetings
- How to Deliver Effective Presentations
- Using Visual Aids
- Presentation Skills
- Career and work-focused 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

- **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 specially designed '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: 20-30 hours