

# Communications in an Organisation



This e-learning course is different to most communication courses in that it focuses on the way that communications and information are managed within an organisation rather than personal communication techniques.

## IS THIS FOR YOU?

This course is most suitable for those who're looking to work for a business in a pivotal role where liaison with other members of staff and team members is essential.

## ABOUT THIS COURSE

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.

### Key benefits of this course: -

- Improved performance for anyone looking to make more of their time
- Flexible, self-paced learning via the internet
- Learn where and when you want
- 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

We have a full range of communications focussed training. Look at Our Courses for the full course list.

### What You'll Study

- 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-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.

## AIMS AND OBJECTIVES

This course will help you learn how to communicate effectively and efficiently with your colleagues and team members.

## PRE-REQUISITES

There are no specific pre-requisites required to start this course.

## CAREER PATH

After this course you could progress your learning further in areas such as time management or managing different personalities which could lead you to more senior office positions such as Senior Secretary or Administrator, Office Manager etc.

## COURSE DURATION: AROUND 25-35 HOURS

*(Actual course duration will vary from individual to individual, based on prior skills and application).*



**CPD POINTS: 35**

*(Awarded CPD points upon successful completion).*

**To find out more about this or any of our courses, speak to one of our course advisors.**

The best way to predict the future **is to create it.**

To discuss your current skills and aspirations call:

**020 7256 6668**

or visit: [www.pitmanlondon.co.uk](http://www.pitmanlondon.co.uk)

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