

Interpersonal Communications



This course considers key communication areas in depth to help you become more confident in the workplace as well as more effective.

IS THIS FOR YOU?

Communication skills are key in any job or industry. This course is ideal for anyone who needs to improve their communication skills in their current role or for those seeking additional responsibilities.

ABOUT THIS COURSE

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.

Here's what you'll study during this course: -

- 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

AIMS AND OBJECTIVES

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

PRE-REQUISITES

There are no specific pre-requisites required for this course.

CAREER PATH

Communications skills are essential across every career and taking time to gain certified skills in this area will be a definite benefit no matter the career you choose. Careers where communications skills are essential include positions such as Receptionist, Secretary, Personal Assistant (PA), Executive Assistant (EA), Office Manager, Team Leader, HR and Social Media Manager.

COURSE DURATION: BETWEEN 20-30 HOURS

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



CPD POINTS: 30

(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

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