

EFFECTIVE COMMUNICATION SKILLS

MQA Approved | **HRDC** Refundable



COURSE DESCRIPTION

Being able to understand the barriers to good communication will help you to better manage them. Improving communication skills make work and personal relations easier. Hence, developing the right techniques and enhancing your interpersonal skills are very much important in order to avoid bad experiences.

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DURATION

6 hours
1 day

Theory: 50% **Practical:** 50%

CERTIFICATION

A Certificate of Attendance is given upon successful completion of this course.

DELIVERY MODE:

FACE TO FACE

TARGET AUDIENCE

Ideal for anyone seeking to enhance clarity, confidence, and communications skills for both professional and personal growth

COURSE OBJECTIVE

- Communicate more clearly, confidently, and assertively in the workplace.
- Organize and deliver information in a structured, concise manner.
- Recognize and apply interpersonal skills to foster collaboration and understanding.
- Develop empathy and active listening to improve workplace relationships.
- Overcome communication barriers and adapt to different behavioral styles.
- Understand the value of time management in communication and performance.
- Apply practical time management techniques to boost productivity.
- Strengthen personal motivation and inspire others through clear messaging.
- Work more effectively towards shared goals and team alignment.
- Identify and practice the key behavioral styles in workplace communication.
- Make sound decisions under pressure using structured reflection techniques.
- Set achievable goals & align them with personal & team performance targets.

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Meta-Coach /
Business Consultant /
Neuro-Semantics Trainer



TRAINER:

GET IN TOUCH

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