

COMMUNICATION SKILLS

GETTING YOUR MESSAGE ACROSS

Business Solutions @ Northbrook

17 Liverpool Gardens, Worthing
West Sussex, BN11 1RY

T (01903) 606 114

E business.solutions@nbc.col.ac.uk

W www.northbrook.ac.uk/BusinessSolutions

What makes a memorable TV advertisement, product design, or marketing campaign? Why do you listen to certain speakers or business leaders, and want to fall asleep at the mere mention of others?

It's all about effective communication. When a communication is to the point, relevant, worthwhile, and compelling, it moves the listener or reader to action. In this workshop we'll show you how to ensure yours is a message people want to hear.

Who is this course for?

This workshop is designed to help people at all levels that need some help communicating their message more clearly and effectively. By the end of this workshop participants will be able to apply the principles of effective communication to their job.

Do I need any experience?

No. Our trainers have designed the workshop to give you all the information and training you need to develop your skills.

What if I can't fit it in?

The Business Solutions @ Northbrook team understand how hectic life can be sometimes; it's for this reason that we're happy to customise this workshop for individual employers and ensure flexible delivery, either on your premises or at Northbrook College (A company costing will be provided once your training needs are finalised).

What do I gain on completion?

Upon completion of this workshop you will receive a Northbrook College Certificate of Attendance, easy to follow handouts, and enough knowledge to proceed and progress onto other workshops and IT courses. Oh, and don't worry - there are no examinations or assessments on this course!

What are the specific details?

> Duration

One day (09.30-16.30)

> Dates Available

For the latest workshop dates please check out our website or call our Customer Services team who will be happy to help.

> Venue

Will be confirmed upon booking (if advance notice is required, please call our Customer Services team)

> Cost

£138 per person, per workshop*
* Group rates may apply



For further information, enrolment, or to arrange a free visit from one of our Business Training Advisers to discuss eligibility and options open to you and your staff, please contact the Business Solutions @ Northbrook team via one of the methods at the top right of this page.

What will I learn on this course?

This workshop will cover:

- > Introduction to Communicating
- > Methods of Communication
- > Communicating effectively