**How to Hold a Decent Conversation**

Communication is key in every aspect of life, but it’s crucial in the workplace. Whether you are a small business owner, a manager or an employee, you require communication skills to further your career. Learning to be a good conversationalist is not as difficult as you might think, but it does require practice.

This course covers different strategies for you to learn to relax and have a great conversation with practically anybody. Whether it's the speech you deliver in the boardroom, the level of attention you give your spouse when they are talking with you, or the look you give the cat, it all means something.

Because successful conversations are so important in business as well as your personal life, this course is beneficial to all.

**customised training to fit your**

**culture and your needs,**

**at your premises**

**Workshop Objectives:**

* Understand what communication is and how it can happen
* Identify barriers to communication and how to overcome them
* Practice how to speak on the spot



* Listen actively and effectively
* Ask good questions
* Adeptly converse and network with others
* Identify and mitigate precipitating factors
* Establish common ground with others
* Use “I” messages

CAN BE DELIVERED AS

Half-day course (3 hours)

Full-day course (6 hours)

Ongoing coaching (by the hour)

Contact us to discuss which suits you best