

#### Communication Course

# IMPROVING COMMUNICATION SKILLS

## Your Mobility Partner

PIC Number: 948037649 Organisation ID: E10207576





#### **Course Overview**

This course is about communication skills, how they are important to us and how we can improve them. In developing this course, participants can learn, experiment, and practice the experiential methods and techniques that facilitate their communication skills. Combining theoretical components with practical experience to apply in their professional and personal lives.

#### **Course Objectives**

- Understand the basic principles of communication, including the various forms of communication, such as verbal and nonverbal communication.
- Develop effective interpersonal communication skills, including conflict resolution, active listening, and giving and receiving feedback.
- Learn how to communicate effectively across cultures and overcome cultural barriers.
- Develop effective public speaking skills, including preparation, delivery, and use of visual aids.
- Improve group communication skills, including teamwork, leadership, and decision-making.
- Understand the importance of professional communication skills in the workplace, including business writing, negotiating, and networking

#### **Learning Outcomes**

Participants will exit the course equipped to grasp others' desires, respond effectively to their needs, and articulate compelling messages. They'll enhance verbal and active listening skills, boost confidence, fortify interpersonal connections, sharpen conflict resolution abilities, refine nonverbal communication, and elevate writing proficiency. These refined communication skills promise benefits in personal and professional realms alike.

Price: All expenses can be covered through a Knowledge Acquisition (KA) subsidy within the Erasmus+ initiative. This is a <u>5-day training course</u> in which Mobility Friends imposes a fee of 350€ per attendee, in courses located in the cities of the Continent and Madeira island. The fee for Azores Island is 480€ per attendee. The price includes the training course and a coffee break.

For groups of 5 or more people, please contact us for pricing details.

**Duration:** 5-Day Course

Language: English

**Schedule:** The time of classes, whether in the morning or afternoon is dertemined by the provider. The schedule may vary considerably based on participants' preferences and the trainer's discretion regarding any modifications.

**Certificate:** A Certificate of Attendance will be awarded to participants who attend minimum of 80% of the course.

**Other Services:** Mobility Friends offers various services for you. We handle everything from accommodation to cultural visits and transfers. Contact us to learn how we can assist you with your travel logistics.

## **PLANNER**

DAY 1	<ul> <li>The basic principles of communication and the various forms of communication.</li> <li>The different types of verbal communication, including effective speaking and listening skills.</li> </ul>
DAY 2	<ul> <li>The various forms of nonverbal communication, include body language, facial expressions, and tone of voice.</li> <li>How to effectively communicate with others, including conflict resolution, active listening, and feedback.</li> </ul>
DAY 3	<ul> <li>Communication across cultures and how to overcome cultural barriers.</li> <li>How to prepare and deliver effective speeches or presentations.</li> <li>Effective communication in group settings, including teamwork, leadership, and decision-making.</li> </ul>
DAY 4	<ul> <li>How to communicate effectively through digital platforms, including email, social media, and video conferencing.</li> </ul>
DAY 5	<ul> <li>Communication skills needed in the workplace, including business writing, negotiating, and networking.</li> <li>Feedback and evaluation course.</li> </ul>

\*Please note that program content may be subject to change based on input from our trainers.



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