



Communication Workshop



Overview:

Successful communication is a vital skill for any person involved in projects. This practical workshop focusses on improving both the learner's written and verbal communication skills, and deals with relevant topics:

- Business writing for the 21st century
- Grammar issues
- 21st century layout
- Correct email format - the subject line, the lead and the close
- How to present with impact (PowerPoint tips and practical presentation tips)



How you will benefit:

- This practical, experiential course will increase the learner's confidence in written and verbal communication
- Tips on creating PowerPoint presentations to get the right message across
- Guidance on how to speak when presenting to a group

Who should attend?

Project Managers, Project Administrators, Change Managers, Business Analysts

Cost:

R 4 200 (Excl VAT)

Duration:

One day course

What's included in your fee?

- all learning materials
- tuition
- refreshments (tea/coffee and lunch)
- comprehensive toolkit and CD

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