
Communicating for Clarity

Duration: 1 Day Course Code: GCCE100

Overview:

Communication is one of the most important factors influencing the success of organizations and individuals. Communication errors and misunderstandings can result in lost opportunities, lost productivity and worst of all, lost customers. This one-day course combines concepts developed through research with a prime model and key tools that give individuals the skills they need to communicate more clearly. The solution is not more communication, but clearer communication.

Target Audience:

Communicating for Clarity is designed for those individuals who want to become more effective communicators by ensuring that the message they send is the message that is received.

Objectives:

- After the workshop, you will be able to:
 - Develop messages that have appeal
 - Identify your own personal needs and customize your message to ensure you get what you need from the communication
 - Identify the personal needs of others and customize the communication to ensure you get what they need from the communication
 - Structure messages to enable others to engage in the communication and take appropriate action
 - Use a variety of Question types to explore the opinions and insights of others
 - Use specific communication techniques to demonstrate understanding and interest and to guide the communication
 - Listen more effectively
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Additional Information:

Communicating for Clarity focuses on the following competencies: Creating a clear and engaging message Encouraging clear communication from others

Benefits for the individual: Greater success in capturing the attention of others as you customize your message based on their needs and perceptions Improved communication through encouragement to share insights and engage in the communication Messages become clearer faster as you check in with the other person for understanding and clarity throughout the communication Improved skill and confidence in communication

Benefits for the organization: Greater commitment to action as messages are structured to address what people need to know, understand and believe Increased collaboration and teamwork as clear communication encourages sharing

Further Information:

For More information, or to book your course, please call us on Head Office Tel.: +974 40316639

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