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SKILLS
Anytime, Anywhere

Course Curriculum



Advanced Skills On Corporate Communication

Course Description:

Communication is the most important part of professional and personal life. Employees with good communication skills can shine in job sectors. This course is designed with great care which will ensure your business communication is greater. You may find difficulties when communicating with business arena people, co-workers, employees, and clients. But this course will help you to overcome your difficulties and ensure to make a healthy work environment in the job sectors. Communication competency increases personal value in the organization and out of the organization. This skill makes a class distinction between high competent and relatively low skilled ordinary individuals to the seniors. So you can decorate you're organized to go to the peak and make a strong position in the corporate world.

In this regard, to create an expert, chartered skills have brought a comprehensive course, combination of technical knowledge.

Course Requirements:

- Understand Basic English
- Willingness to Learn

Course outline:

- What is business communication
- Verbal and nonverbal communication
- Writing business letters, reports, and email
- Practical learning
- Quiz test

- Review

What you'll learn:

- What is Communication and Corporate Communication
- Process, Types of Communication
- Kinesics and Non-Verbal Communication
- How to make a great first impression in Interviews and Corporate Meetings?
- Written Communication - Business Letters, Emails and Business Reports

Who this course is for:

- Freshers, job seekers, job holders and anyone who are interested to learn business communication.

CONTACT US



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