

# **Communication Skill & Personality Development**

## **Communication Skill & Personality Development**

### **Description of course**

Communication abilities are the main individual abilities you can at any point produce for your progress throughout everyday life. Life is a progression of correspondences. The individuals who foster solid relational abilities truly do well in school, secure positions, and advancements and frequently rise to the most significant levels of administration in partnerships, states, and metro life. Individuals who neglect to foster Communication abilities frequently have their professions deteriorate or level in the mid-range. Unfortunately, show abilities are either not instructed in essential or auxiliary training or are educated inadequately.

The Complete Communication Skills Masterclass for Life course is your method for getting Master's level schooling on the best way to convey actually.

This course is intended to be an all-inclusive resource for all your relational abilities preparing needs. This course covers a huge range of correspondence needs and situations, from how to impart during a prospective employee meeting, pitching financial backers, requesting a raise, talking one on one, or to enormous gatherings. Furthermore, it covers how to address enormous organizations when you dislike administration, in addition to public representing kids, how to convey a wedding discourse, and, surprisingly, a commendation. You will likewise turn into an expert of influence, self-assuredness, and all parts of business correspondence. Your authority capacities will extend emphatically as your interactive abilities develop to permit you to convey really in each circumstance.

### **Training objective**

1. To develop communication skills as well as positive personality traits
2. To acquire a language suitable for technical communication
3. To inculcate the habit of regular reading and writing.

### **Key benefits course**

1. Communicate Confidently in All Business and Personal Situations
2. Communicate in An Understandable Manner
3. Communicate in A Memorable Way
4. Communicate and Influence People
5. How to Master Every Communications Opportunity

### **Course module**

#### **Module 1: Communication**

- A. Introduction to Communication
- B. Communications Process
- C. Importance of Communication
- D. Types of Communication
- E. Barriers to Communication

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### **Module 2: What is a Skilled Communication?**

- A. Skilled Communicator
- B. Things do by Communicator

### **Module 3: Individual Evaluation**

- A. DISC Profile for Workplace Communication

### **Module 4: Communication Barriers**

- A. Barriers to Communication
- B. Environmental Barriers
- C. Cultural Barriers
- D. Physiological Barriers
- E. Linguistic Barrier

### **Module 5: How to Improve Written Communication and Formulate Emails?**

- A. Things to Improve Written Communication
- B. Written Communication Tips
- C. Writing Skills
- D. Writing Effective Emails

### **Module 6: Using Written Communication to Effectively and Concisely Pass on**

- A. Technical Information
- B. Technical Writing Skills

### **Module 7: How to Effectively Pass on Negative Information through Writing?**

- A. Pass on Negative Information Through Writing

### **Module 8: Probing and Communicating Effectively with Customers**

- A. Probing
- B. Types of Probing
- C. Open Probing
- D. Closed Probing

### **Module 9: Listening Skills**

- A. Define Listening Skills
- B. Types of Listening Skills

### **Module 10: How Do You Rate Your Listening Ability?**

- A. How Do You Rate Your Listening Skills?
- B. Maintain Eye Contact
- C. Avoid Thinking About What You are Going to Say Next

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- D. Don't Interrupt
- E. Give Person Your Full Concentration
- F. Ask Questions or Request Examples for Clarification

### **Module 11: Active Listening Skills**

- A. Process of Active Listening Skills

### **Module 12: Communication Funnel**

- A. Process of Communication Funnel
- B. Exercise

### **Module 13: Communication Situation**

- A. Types of Communication Situations

### **Module 14: One Little Word**

- A. Role of One Little Word in Communication
- B. How it Make all the Difference?

### **Module 15: Gestures**

- A. Kinds of Gestures
- B. Exercise

### **Module 16: A Personal Action plan**

- A. Define Personal Action Plan
- B. Exercise

### **Course Benefits and Features**

Communication skill & personality development Certification is beneficial and enlightening as a professional Student. The Course are Designed in such manner, which would help you dive into the depth of every concept, thereby making concept crystal clear. These professional courses are an asset to kick-start your own Digital Marketing practice/service. These Course will assist you develop your skill set and take your expertise to a professional level. Affixing dual recognition certificate to your resume will amplify your command over the subject. Learn from experts and become professional within short span of time

### **Courses pre- requisite**

1. A cell phone, tablet or computer with a webcam
2. A willingness to practice speaking and communicating on video