



Placeholder text block consisting of multiple lines of empty space.

Effective Communication

ODTC-EC

Placeholder text line.

- List of three placeholder text items.

Objectives:

- Understand the importance of communication in business and the role of communication in business success.

- Identify the different types of communication and the factors that affect communication.

- Understand the importance of listening and the factors that affect listening.

- Understand the importance of writing and the factors that affect writing.

Topics:

Basic Communication

- Understanding the importance of communication in business
- Understanding the different types of communication
 - Verbal communication
 - Written communication
 - Non-verbal communication
- Understanding the factors that affect communication
- Understanding the importance of listening
- Understanding the importance of writing

Psychology of Communication

- Understanding the factors that affect communication
- Understanding the importance of listening
- Understanding the importance of writing

Communication Strategy

- Understanding the importance of communication in business
- Understanding the factors that affect communication
- Understanding the importance of listening
- Understanding the importance of writing
- Understanding the importance of communication in business

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Workshop

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