

Communication Skills Training Course

This one or two-day course will help you develop and enhance your communication skills. It will focus on practical skills development that will greatly increase your communication abilities in all areas of your work.



An exciting and practical training one or two day course from one of the UK's leading providers of communication training. Designed for people wishing to develop and enhance their communication skills in a supportive learning environment.

buonconsultancy

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EXCEPTIONAL COMMUNICATION TRAINING

Introduction

In this course, we will explore human communication. Many of the problems that occur in organisations are the direct result of people failing to communicate. A lack of communication skills is central to many workplace problems. Poor communication leads to confusion, anger, distrust and can even cause strategic plans to fail. Good communication leads to clarity, openness, success and mutual respect.

This course is based on the science of communication and explodes many of the myths and mistakes made about human communication. It can be run as either a one or two day course depending on the group and your needs. The topics the course will cover will be finalized after a discussion with you about the particular needs of your group, and the course level will also be tailored to suit.

This course is suitable for all levels of participants from new employees through to Director level.

About the Trainer

Tony Buon is a psychologist, educator and author. Tony holds graduate and postgraduate degrees in psychology, behavioural sciences and workplace education. He is also an accredited mediator.

He specializes in workplace psychology and communication. Tony has lectured at leading universities in the UK and Australia. Among the subjects he has taught are psychology, leadership, education and communication. He also taught on an accredited MBA programme.

Tony was born in Scotland and spent many years living in Australia. Today he lives in London, England. He has worked in more than 35 countries and with many of the world's leading organizations. His work has been featured in publications as diverse as Rolling Stone and the Reader's Digest. He has appeared on CNN, the BBC, Trans-World Sport and many international television and radio stations.

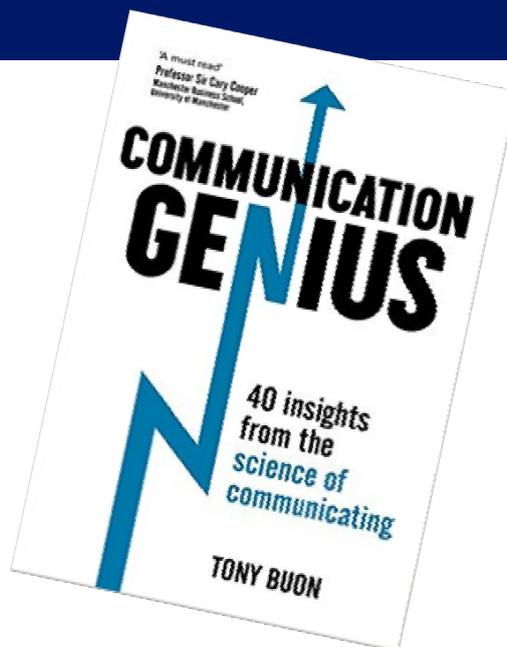
Comments from previous participants:

"...one of the best courses I have ever attended!"

I can't believe how much I learnt. I thought I knew it all, this course really developed my communication skills in really practical ways"

"...the trainer was excellent and the individual feedback and advice fantastic"

"This course will make me a better at my job, I have new skills I can use every day in dealing with all my customers"



All participants on the two-day course will get a free copy of Tony's new book, *Communication Genius: 40 Insights from the Science of Communications* to keep as a valuable post-course reference and guide.

The Course

This course can be run as either a one or two day course on or off site. The final topics chosen are up to you and are based on the needs of the group.

Possible topics include:

- ▼ Removing Barriers to Communication
- ▼ Developing Your Email Skills
- ▼ Interviewing Techniques
- ▼ Cross-Cultural Communication
- ▼ The Science of Body-Language
- ▼ Questioning Techniques
- ▼ Active Listening Techniques
- ▼ Facilitation Skills
- ▼ Motivation
- ▼ Emotional Intelligence (EI)
- ▼ Presentation Skills
- ▼ Report Writing & Written Communication
- ▼ Neuro-scientific Communication
- ▼ Avoiding Groupthink