



BUSINESS COMMUNICATION COURSE

"The single biggest problem in communication is the illusion that it has taken place." - George Bernard Shaw

Boost your team's communication with this tailored in-house business communication workshop. Perfect for Australian workplaces to help participants improve written and verbal communications. Communication is fundamentally about clarity and ridding the organisation of miscommunications and misunderstandings, Learn to get your message across, handle challenging conversations, and build strong working relationships. This business communication course is delivered across Australia and can be customised to suit your team's needs. Perfect for leaders, teams, and customer-facing roles.

Key Course Content:

- Write clear, concise business documents
- Speak with confidence
- Tailor messages to different audiences
- Listen actively and ask better questions
- Communicate professionally under pressure
- Improve your phone communications
- Give and receive feedback constructively
- Use tone and body language effectively
- Present ideas clearly and persuasively
- Improve email writing skills
- Avoid miscommunications
- Handle difficult conversations with ease
- Build rapport and stronger work relations



Target Audience:

Course can be tailored to the cohort or we can deliver an "all in" version.



Duration:

This course is available as a 1-day course or a truncated half-day course.



Delivery:

This course can be delivered both in-person or virtually.



Group Size:

We recommend a group size of 6-12 people.



Get a Quick Quote:

Let us know if you would like an obligation free quote for your organisation.

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