

# **COMMUNICATION TECHNIQUES**

## **COURSE OUTLINE:**

### ***1) Effective Business Communication.***

- *Definition and notion of communication.*
- *Verbal communication.*
- *Nonverbal communication.*
- *Written communication.*

***\*Effective Techniques of Communication.***

***\*Tools for Effective Business communication.***

### ***2) Job Interviews.***

- *How to succeed in a job interview*

### ***3) Business Presentations.***

- *Definition*
- *Importance of Businesses Presentations*
- *Types of Businesses Presentations*
- *Tips for a good Businesses Presentation.*

### ***4) Conflict Management in an Enterprise.***

- *Definition of Conflicts/Management.*
- *Managing Conflicts in a Businesses setting.*
- *Advantages and disadvantages of Conflict/Management.*

## **COURSE OBJECTIVE:**

*By the end of the course, learners should be able to:*

- *Know, master, and use the various tenets of Communication in an Enterprise.*
- *Be able to win a competitive job vacancy as an aspirant employee.*
- *Be able to run and manage human behavior in an Enterprise as an employer.*

**Course Duration: 20 hours**

**Course Instructor: MR. NSHOM DIVINE**