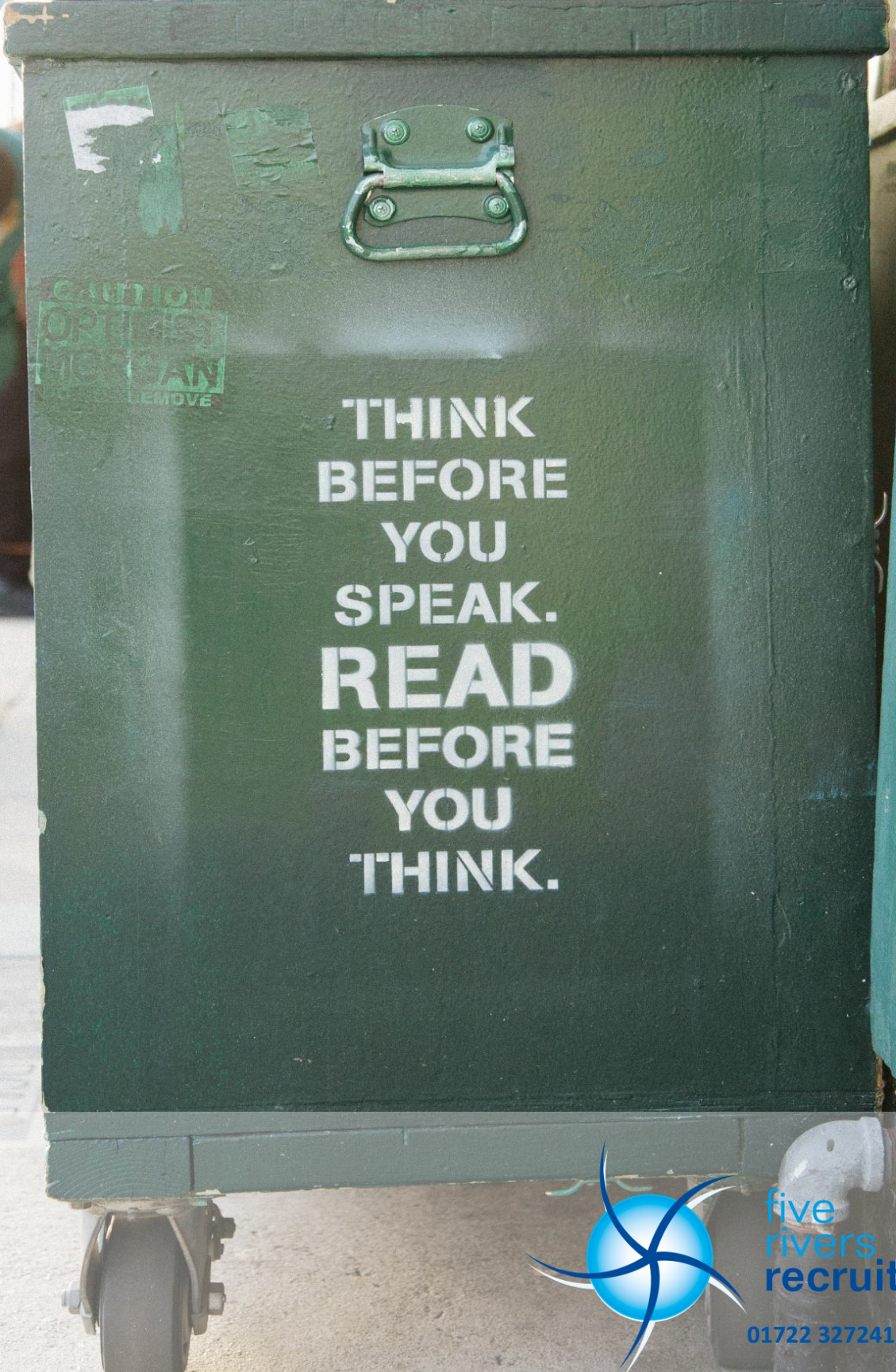


COMMUNICATION SKILLS

TRAINING COURSE OVERVIEW

A green metal bin, likely for recycling, is shown with its top open and filled with numerous books. The bin has a metal handle and a small metal latch. On the front of the bin, there is a white sticker that reads "CAUTION OPENING THIS CAN REMOVE". Below this, the text "THINK BEFORE YOU SPEAK. READ BEFORE YOU THINK." is printed in large, bold, white capital letters. The bin is situated outdoors next to a brick wall. In the background, a person in a green jacket is visible, bending over and holding a white bag.

**THINK
BEFORE
YOU
SPEAK.
READ
BEFORE
YOU
THINK.**



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YOUR PATH TO BETTER COMMUNICATION

COURSE OVERVIEW

This half-day open course sets out clear and practical techniques for achieving great communication. It starts by identifying your preferred style and then builds on ways to improve your skills in the workplace.

“The more you say, the less people remember”. Communication is probably the biggest subject on the planet, but one that we constantly struggle with, despite all the technology. And even when you are not speaking, you are still communicating. This course provides several ‘lightbulb’ moments by showing you your preferred style, how to improve and the advantages of excellent communication with colleagues and customers.

WHAT YOU WILL GAIN

- Your preferred communication style
- The top ten ways to improve communication
- A tried and tested model for effective communication
- How language can work for you or against you
- Influencing through positive communication

COURSE DETAILS

DATE:	Various dates in 2019
VENUE:	Salisbury City Centre
TIME:	4 Hours
REFRESHMENTS:	Provided
COURSE NOTES:	Summaries of key points provided
TRAINER SUPPORT:	Individual support from the trainer by email and telephone for up to three months after completion
INVESTMENT:	<ul style="list-style-type: none">• Usually £99+vat per person• Early Bird discount £79+vat if booked 6 weeks prior to course date• More than one delegate? Ask us for discounted rates

CONTACT:

ROGER THOMAS
Training Manager
Five Rivers Recruitment
01722 327241
training@5rr.co.uk

