



EUROPEAN INTERNATIONAL UNIVERSITY
EIU-PARIS, ASIA PACIFIC REGIONAL HUB
CORPORATE TRAINING DIVISION
(FORMERLY, BANGKOK SCHOOL OF MANAGEMENT, BSM)
EMPOWERING TALENT. ENABLING EXCELLENCE.
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ADVANCED COMMUNICATION SKILLS

2-Day Corporate Training Program

OVERVIEW

This course provides tools and techniques to enhance communication to build competence and improve the ability to communicate effectively. Through a dynamic instructor-led training, participants will be able to assess their communication styles, discuss elements of the communication process and define ideas to thrive in personal and professional communication.



WHAT YOU WILL ACHIEVE

By the end of this program, participants will be able to:

- Identify effective communication styles and techniques.
- Discuss different tools and techniques to enhance communication skills.
- Determine and practice technique to communicate for results.

WHAT YOU WILL LEARN

Day 1: Module 1: Communication Process, Tools and Techniques

- Elements of Effective Communication Process
- Verbal and Nonverbal Communication
- Effective Tools and Techniques

Module 2: Purpose and Organization

- Purposes to Communicate
- Crafting the message
- Organizing to deliver the message

Module 3: Business Presentations

- Planning the presentation
- Preparing the presentation
- Power Point Presentation
- Delivering the presentation

Day 2: Module 4: Business Meetings

- Qualities of productive meetings
- The agenda
- Roles in the meetings

Module 5: Relationships and Challenging Communication

- Building relationships
- Personal and Professional communication Skills
- Challenging conversations

METHODOLOGY

Well-balanced theoretical and practical methodology, which includes interactive discussions, case studies, interactive activities/exercises and assignments to understand the concepts and their applicability

EVALUATION CRITERIA

Participants must have attended the sessions **at least 80%** of the sessions in order to receive a CERTIFICATE from Asia Pacific Regional Hub – Corporate Training Division of EIU-Paris

SPECIAL FEATURES YOU WON'T FIND ANYWHERE ELSE ...

Discussions are based on extensive practical experience, not just theory. Engaging interactions characterize the training sessions from start to finish, keeping everyone involved in the learning process, and applying what is learned to real-life work situations and circumstances. Collaborative work is assigned for enhance learning and mastery of knowledge and/or skills.

FEE & PAYMENT

USD1,099/ per person

Fee Includes:

- 2-Day Training (Total 12 hours)
 - Time: 9.00 AM - 4.00 PM (1-Hour Lunch Break)
- Globally Recognized Professional Certificate
- Digital Training Resources
- Essential Stationery
- Tea/Coffee Breaks
- Working Lunches
- Cultural Evening Experience: Bangkok Dinner Cruise on the Chao Phraya River

***Note:** all other expenses are to be borne by participants.

