

One to One Communication Skills

Some of the most important communication people are required to undertake in their job is often in a one-to-one situation. It can be more challenging than presentations to larger groups and you need to use different techniques to connect with and engage with the other person.

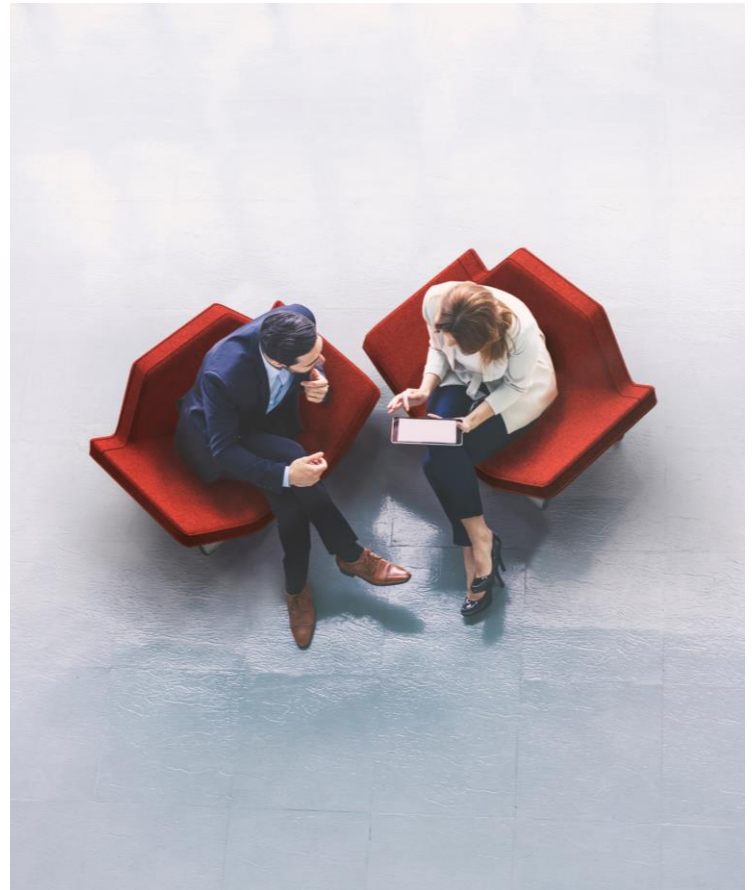
This workshop will arm participants with tips and techniques for planning, executing and reviewing their one-to-one communication interactions.

Learning outcomes and course content

- Prepare and deliver successful and persuasive one-to-one meetings/interactions more confidently
- Be more effective when presenting ideas or recommendations to individuals, either internally or to external customers
- Deliver information to positively influence another person
- Communicate the desired message more effectively

Prework:

- Participants will be required to respond to a short pre-workshop questionnaire by email



Key details

Duration: Full day

Recommended audience: Anyone required to communicate effectively with internal and external stakeholders

Maximum Participants: 12

NSW Capability Framework Alignment



Client testimonial

"This workshop shared some really valuable techniques that I'll take back and use at work."

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