

Communication Skills for Managers

To know and not to be able to communicate is yet not to know!

Background:

Communication is the lifeblood of every organization. Managers in particular have to be mindful of this fact in their day to day interactions within and outside their organizations. Understanding the need for a comprehensive training on how to communicate effectively and efficiently – both verbal and non-verbal – the Training Center at ABCD Consultants offers a three day workshop to cover all of the different aspects of Business communication which are vital for any organization's success.

Benefits:

This course will help you to:

- Understand the role and importance of effective communication towards your success
- Learn how to communicate using different media in different situations
- Learn the usage and effectiveness of different tools in communication

Who should attend?

Team Leaders, Supervisors, First Line and Middle Managers, Project Managers, Consultants, Customer Care Representatives, Marketing Agents, Social Marketers, Owner Managers, and anyone else interested in improving their communication skills in order to communicate effectively and efficiently.

Course contents:

In this course you will learn about:

- What do Managers need to communicate
- The Elements of Effective Communication
- Effective speaking to a group of people
- Listening to Comprehend
- Written Communication Skills
- Oral Presentation Strategies
- Considerations in interviewing
- Considerations in meetings





About the Trainer:

ABCD Consultants is proud to have qualified trainers on its team who can ensure your success using their skills and knowledge as well as the well equipped training environment and materials. The trainer assigned to this training is an MBA holder with extensive experience in conducting and managing training workshops on Business Communication and several other subjects in the field of management.

Fee:

Below table shows fee/day/participant for a three day workshop which includes a visa, certificate, training materials and refreshments in our current operation areas:

Country	Local Rate	International Rate
Afghanistan	100.00 USD / 5000 AFN	300.00 USD / 15000 AFN
Dubai/UAE	200.00 USD / 10000 AFN	300.00 USD / 15000 AFN
Tajikistan	100.00 USD / 5000 AFN	300.00 USD / 15000 AFN

Approach:

Communication Skills for Managers course is available for fee based participants at ABCD Consultants' training center or at your offices in any location in Afghanistan. We usually recommend a three day course but can also arrange a more flexible format to suit your schedule.