

# Communication Skills

## Introduction

- \* Do you find it difficult to empathise with other people ?
- \* Have you struggled with some of your relationships ?
- \* Do you find it difficult to get the attention of other people around you ?
- \* Are you often misunderstood ?

If the answer to any of the above questions is “ Yes”, then please read on. We are a social animal and are constantly communicating with our fellow humans as well as to other members of nature. Our sense of connection, well being and oneness depends on how well we can communicate with others. Communication skills are one of the most important skills that one can have. In order to be an effective leader we need to have very high communication skills. This universe will give you whatever you ask for but you need to be able to communicate to the universe in a way that the universe understands.

## What is the workshop about ?

The “Communication Skills” workshop is a full one day workshop that will help you to understand the power of communication. We will help you to improve your communication skills so that you can go out into the world and achieve your hearts desires and fulfill your life goals.

## What will you learn at the workshop

- \* The ability to communicate effectively to others
- \* To be able to see the world from the other persons point of view
- \* The amazing power of listening
- \* Learn to respect other people's opinions and viewpoints
- \* How to deal with Bullying, Harrasment and Discrimination
- \* How to have effective and productive meeting
- \* Become a great public speaker and a presenter
- \* Understand the art of negotiation
- \* Learning to ask the right questions

## Content

- \* Types of Communication
- \* Styles of Communication
- \* Purpose of Communication
- \* Conflict Management
- \* Bullying & Harrasment
- \* Discrimination
- \* Difference of Opinion
- \* Verbal and Non Verbal Communication
- \* Listening Skills
- \* The communication cycle
- \* Meetings
- \* Presentations
- \* Negotiation
- \* Questioning Techniques

## Outcomes

- \* Be able to communicate more effectively
- \* Be able to change your communication style to suit the audience
- \* How to manage conflict and misunderstanding
- \* How to avoid bullying, harrasment and all types of discrimination
- \* Learn to listen actively and build rapport
- \* How to conduct meetings more effectively and contribute more to meetings
- \* Be able to make powerful presentations
- \* How to negotiate in order to have a win-win outcome
- \* Be able to put yourself in others shoes and see the world from their point of view

## Who should attend this workshop ?

- \* Anyone wanting to be a leader
- \* Anyone wanting to have healthy relationships
- \* Anyone wanting to be trusted and respected
- \* Anyone wanting to become more effective and efficient in their life
- \* Anyone wanting to be more successful in their profession
- \* Anyone wanting to find peace of mind, happiness and a sense of fulfillment in their lives
- \* Anyone wanting to leave a legacy