

# Effective Communications

## THE INDUCTION SERIES

### ► COURSE OVERVIEW

Effective workplace communication is the lifeblood of any successful organisation. It involves the exchange of information and ideas in a way that nurtures understanding, cooperation, and productivity. Clear and open communication not only reduces misunderstandings, but also builds trust among colleagues, paving the way for collaboration and innovation.

When communication flows smoothly, employees are more engaged, teams work more effectively, and conflicts are minimised. Ultimately, good communication practices contribute to a positive workplace culture, where everyone feels heard, valued, and motivated to contribute to the organisation's goals. Effective communication is the cornerstone of a successful workplace. It nurtures collaboration, boosts productivity, and helps maintain a harmonious work environment.

Communication isn't just about talking; it's about understanding, listening, and conveying messages in a way that aligns with the organisation's goals. In this online training course, you'll explore:

- the communication process,
- identify key elements like the sender, receiver, communication channels, and
- discuss common barriers to effective communication in the workplace.

Delivery Mode:	Online
Course Time:	0.5 hours
Assessment:	Yes, online quiz
Issuance:	'Certificate of Completion'
Packages:	Bronze, Silver, Gold or Platinum
Customisation:	Available upon request. Fees apply



**\$42.50**  
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