

Communication Skills

Communicate clearly.
Listen actively.
Connect with confidence.



Course overview

This course introduces the essential communication skills needed to interact effectively in professional, academic, and everyday settings. Participants will learn how to communicate clearly, listen actively, adapt messages to different audiences, and build confidence in both verbal and non-verbal communication.

Learning outcomes

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

- 1 Communicate ideas clearly and confidently.
- 2 Apply active listening techniques.
- 3 Use appropriate verbal and non-verbal communication.
- 4 Adapt communication styles to different audiences and situations.
- 5 Give and receive constructive feedback.
- 6 Manage misunderstandings and difficult conversations more effectively.
- 7 Improve interpersonal and teamwork communication.