

Communications in an Organisation

This course focuses on how communications and information are managed within an organisation.

course outline

IS THIS COURSE FOR YOU?

This course is most suitable for those who are looking to work for a business in a pivotal role where interacting effectively with colleagues, customers, and team members is essential.

ABOUT THE COURSE

The ability to communicate effectively is a vital component in anyone's toolbox. The course will help you understand what gets in the way of effective communication, how culture impacts communication, how to maximise team collaboration with good communication, and much more.

BENEFITS

- Flexible, self-paced learning
- Hints and tips to help solve real-world communication issues on the job
- The opportunity to gain an industry-recognised Pitman Training Certificate

WHAT YOU'LL LEARN

- Communicating with confidence
- Communicating effectively with customers
- Making an impact with non-verbal communication
- Communicating effectively
- How culture impacts communication
- Encouraging team communication and collaboration
- Facing virtual team challenges

AIMS AND OBJECTIVES

This course will help you learn how to communicate effectively and efficiently with your colleagues and team members.

PRE-REQUISITES

No pre-requisites are required for this course.

CAREER PATH

After this course, you could progress your learning further in areas such as time management or developing your leadership skills, which could lead to more senior office positions, such as Senior Secretary or Administrator and Office Manager.

COURSE DURATION: approx. 8 hours
Actual course duration will vary based on prior skills and application.



CPD POINTS: 8

CPD points awarded upon successful completion

To find out more about this or any of our courses, speak to one of our course advisors.



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for 180 years.

