

# Mastering Professional Communication: A 5-Day Intensive

Professional Skills  
Accra (Ghana)  
04 - 08 Aug 2025

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## Mastering Professional Communication: A 5-Day Intensive

**Ref:** 3216\_128514 **Date:** 04 - 08 Aug 2025 **Location:** Accra (Ghana) **Fees:** 3300 **Euro**

### Course Description

This intensive 5-day course is designed to enhance the communication skills of professionals across various industries. Participants will learn essential techniques for effective verbal, non-verbal, and written communication, as well as strategies for active listening, conflict resolution, and persuasive presentations.

### Learning Objectives

- Develop advanced verbal and non-verbal communication skills
- Master techniques for active listening and providing constructive feedback
- Enhance written communication for various professional contexts
- Improve presentation skills and public speaking abilities
- Learn strategies for effective conflict resolution and negotiation

### Course Modules

#### Day 1: Foundations of Effective Communication

- Understanding communication styles and preferences
- Verbal communication techniques
- Non-verbal communication and body language
- Active listening skills

#### Day 2: Written Communication in the Workplace

- Email etiquette and best practices
- Writing clear and concise reports
- Crafting persuasive business proposals
- Effective note-taking and meeting minutes

#### Day 3: Presentation Skills and Public Speaking

- Structuring effective presentations
- Developing engaging visual aids
- Techniques for managing presentation anxiety
- Handling Q&A sessions confidently

#### Day 4: Interpersonal Communication and Conflict Resolution

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- Building rapport and professional relationships
- Giving and receiving feedback effectively
- Navigating difficult conversations
- Conflict resolution strategies

## **Day 5: Advanced Communication Techniques**

- Persuasion and influence skills
- Cross-cultural communication
- Negotiation techniques
- Adapting communication styles for different audiences

## **Practical Wins for Participants**

- Improved ability to communicate ideas clearly and confidently
- Enhanced written communication skills for various professional documents
- Increased effectiveness in presentations and public speaking
- Better interpersonal skills for managing workplace relationships and conflicts

A graphic illustration of a chessboard with several chess pieces. A large gold king piece is prominent in the foreground, with a silver pawn and a silver knight nearby. In the background, there are concentric circles emanating from a point, suggesting a strategic or winning move.

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