

Mastering Communication: Strategies for Professional Success

Management & Leadership
Vienna (Austria)
28 Jul - 01 Aug 2025

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Mastering Communication: Strategies for Professional Success

Ref: 321401_130682 **Date:** 28 Jul - 01 Aug 2025 **Location:** Vienna (Austria) **Fees:** 4400 Euro

Course Description

This intensive 5-day course is designed to transform your communication skills, equipping you with the tools and techniques needed to excel in professional environments. From mastering verbal and non-verbal cues to crafting compelling written messages, you'll develop a comprehensive toolkit for effective communication across various platforms and situations.

Learning Objectives

- Enhance verbal communication skills for clear and impactful messaging
- Develop strong non-verbal communication awareness and techniques
- Master the art of active listening and empathetic response
- Improve written communication for various professional contexts
- Learn strategies for effective conflict resolution and negotiation
- Develop skills for persuasive presentations and public speaking

Course Modules

Day 1: Foundations of Effective Communication

- Understanding communication models and processes
- Identifying personal communication styles
- Overcoming common communication barriers
- Developing emotional intelligence for better communication

Day 2: Mastering Verbal Communication

- Techniques for clear and concise speech
- Effective use of tone, pitch, and pacing
- Strategies for engaging conversations and discussions
- Adapting communication style to different audiences

Day 3: Non-Verbal Communication and Active Listening

- Understanding and utilizing body language
- Interpreting facial expressions and gestures
- Mastering the art of active listening
- Developing empathy and rapport-building skills

A graphic of a chessboard with several chess pieces (a king, a queen, a rook, and a pawn) in gold and silver. The text 'UK Training PARTNER' is overlaid on the board.

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Day 4: Written Communication and Digital Etiquette

- Crafting clear and impactful emails and reports
- Effective communication in virtual meetings
- Social media communication for professionals
- Navigating cultural differences in written communication

Day 5: Advanced Communication Strategies

- Techniques for persuasive presentations
- Conflict resolution and negotiation skills
- Strategies for difficult conversations
- Developing a personal action plan for ongoing improvement

Practical Wins for Participants

- Increased confidence in professional interactions
- Improved ability to influence and persuade others
- Enhanced team collaboration and leadership skills
- Reduced miscommunication and increased productivity

A graphic of a chessboard with several chess pieces. A large gold king piece is in the foreground, with a silver pawn and a silver knight behind it. In the background, there are concentric circles emanating from a point on the board.

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