

Mastering Professional Communication: A 5-Day Intensive

Professional Skills
Madrid (Spain)
28 Jul - 01 Aug 2025

UK Traininig

PARTNER



Mastering Professional Communication: A 5-Day Intensive

Ref: 3216_133452 **Date:** 28 Jul - 01 Aug 2025 **Location:** Madrid (Spain) **Fees:** 4400 **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

UK Training
PARTNER



- 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 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.

UK Training
PARTNER

Blackbird training cities



Amman (Jordan)



Amsterdam (Netherlands)

Accra (Ghana)

Annecy (France)

Baku (Azerbaijan)

Bali (Indonesia)

Bangkok (Thailand)

Bangkok (Thailand)

Barcelona (Spain)

Batumi (Georgia)

Beijing (China)

Beirut (Lebanon)

Berlin (Germany)

Birmingham (UK)

Bordeaux (France)

Boston, Massachusetts (USA)

Brussels (Belgium)

Cairo (Egypt)

Cape Town (South Africa)

Casablanca (Morocco)

Cascais (Portugal)

Copenhagen (Denmark)

Doha (Qatar)

Dubai (UAE)

Düsseldorf (Germany)

UK Training
PARTNER

Blackbird Training Category



Human Resource



Audit & Quality Assurance



Finance, Accounting, Budgeting



Marketing, Sales, Customer Service



Secretary & Admin



Law and Contract Management



Project Management



IT & IT Engineering



Supply Chain & Logistics



Management & Leadership



Professional Skills



Oil & Gas Engineering



Health & Safety



Telecom Engineering



Hospital Management



Customs & Safety



Aviation



C-Suite Training



Agile and Refinement



Blackbird training Clients



MANNAI Trading
Company WLL,
Qatar



Alumina Corporation
Guinea



Booking.com
Netherlands



Oxfam GB International
Organization,
Yemen



Capital Markets
Authority,
Kuwait



Waltersmith Petroman Oil Limited
Nigeria



Qatar National Bank
(QNB),
Qatar



Qatar Foundation,
Qatar



AFRICAN UNION ADVISORY
BOARD ON CORRUPTION,
Tanzania



KFAS
Kuwait



Reserve Bank of
Malawi,
Malawi



Central Bank of Nigeria
Nigeria



Ministry of Interior
Kingdom of Saudi Arabia
KSA



Mabruk Oil Company
Libya



Saudi Electricity
Company,
KSA



BADAN PENGELOLA
KEUANGAN Haji,
Indonesia



NATO
Italy



ENI CORPORATE
UNIVERSITY,
Italy



Gulf Bank
Kuwait



General Organization for
Social Insurance
KSA



Defence Space Administration
Nigeria



National Industries
Group (Holding),
Kuwait



Hamad Medical
Corporation,
Qatar



USAID
Pakistan



STC Solutions,
KSA



North Oil company,



EKO Electricity



Oman Broadband



UNITED NATIONS
UN.



Authority for

UK Training
PARTNER



LONDON TRAINING PROVIDER



www.blackbird-training.com



training@blackbird-training.com



+44 7480 775526 / +44 7401 177335