



Course Title: Building Effective Communication and Feedback Skills

Course Length: 1 day

Time Online: N/A

Time in Class: 8 hours

Time in Lab: N/A

Class Size: Minimum 6 / Maximum 15

Price Per Student: \$2,795.00*

Location: Company Site

Course Description

Communication is the number one needed skill of organizational leaders, and, really, most employees in general, but, often, it is their weakest characteristic. Communication encompasses everything from active listening skills to writing emails to speaking in front of crowds. However, interpersonal skills, such as those used in one-on-one or group discussions can be some of the most difficult to master.

Giving feedback on major organizational decisions, or to individuals to help increase performance and flag areas for development, is an acquired skill that takes practice to develop properly. Feedback can be one of the most powerful tools at a leader's disposal when it comes to influencing change and motivating employees for success, ultimately improving their performance.

Course Learning Objectives:

- Identify the difference between feedback and advice
- Understand how effective feedback can improve performance
- Identify the key features of effective feedback
- Identify how effective feedback contributes to achieving business objectives and progression within learning
- Identify how and when to give effective feedback
- Understand the important of feedback in everyday settings versus feedback in Professional Development Reviews.

* Price based on minimum enrollment, subject to change