



LMQ-GTr-03 Course Outline

Category:	General Courses
Title:	Improve your Communication and Other Soft Skills
Target Group:	Personnel of conformity assessment and accreditation bodies
Duration:	5 days
Key Subjects Covered:	<p>This course provides the basic knowledge to persons who need to understand and apply the skills for effective communication in business. It helps participants to keep the interest of a large audience, impress a potential employer or simply win the argument at an important meeting.</p> <p>This course will guide the participants using practical exercises on all aspects of verbal and non-verbal communication, particularly:</p> <ul style="list-style-type: none">• Improving conversations• Building rapport with colleagues• Learning the skills of persuasion• Giving effective presentations• Writing effective emails, letters and reports• Successful networking
Course Structure:	<ul style="list-style-type: none">• Interactive and requires class participation both as individuals and in teams.• Consists of exercises, case studies, syndicate work, presentations and practical training.
Fees Per participant in AED	5000