



GLOBALNET ACADEMY

**COMMUNICATING
EFFECTIVELY
ONE DAY WORKSHOP**

"The art of communication is the language of leadership."

2023



www.globalnetacademy.edu.au



team@globalnetacademy.edu.au



COMMUNICATING EFFECTIVELY

This one-day short course teaches participants how to engage in more effective communication. We explore communicating frameworks, methods, tools and techniques to help you communicate more effectively. You will learn how to adopt communication models and styles that encourage improved team input as well as how to report and present information in a clear and concise manner. Additionally, we'll explore active listening, body language, and how to give and receive feedback.

Leadership and other human skills are transferrable, whether you're a two-person business or a member of a large conglomerate. This workshop will help you develop components of those human skills needed to effectively communicate with others.

The workshop will include takeaway tools, tips, checklists and recommendations, to help participants continue to improve their communication skills and embed what they have learned into their personal and professional lives.

TARGET AUDIENCE

This course is suitable for anyone who wants to improve their communication abilities in a workplace context.

WORKSHOP HIGHLIGHTS

- What is communication?
- Cultural nuances of communication
- Communication models
- Communication personality types
- Practical communication skills
- Communication strategies for the workplace

WORKSHOP OUTCOMES

- Learn how to better adapt your communication to different contexts
- Learn how to better recognise the communication preference of others
- Learn how to create communication strategies to achieve better workplace outcomes



1 DAY



FACE TO FACE



\$299



ABOUT US

GlobalNet Academy is a small, Tasmanian based Registered Training Organisation, specialising in leadership and management training. With over 20 years experience in the industry, we support individuals and businesses to upskill and develop their core leadership and management skills.

WHY US

Our face to face training helps participants develop their problem solving, critical thinking and leadership abilities to build and reinforce the human skills they need to adapt and change as your business does.

BUSINESS BENEFITS

- Improved individual and team collaboration and performance
- Decreased workplace mistakes and misunderstandings
- Reduced workplace stress and conflict
- Improved customer service and outcomes





NON ACCREDITED WORKSHOPS

GlobalNet Academy offers a range of one-day workshops that are perfect for anyone who wants to learn a new skill or expand their knowledge in a specific area. These workshops are designed to provide hands-on, practical training that can be applied in the workplace.

Please feel free to reach out to us for more information, we look forward to hearing from you !



CHALLENGING CONVERSATIONS

Learn to engage in challenging conversations effectively and confidently. How to handle these types of discussions to get the greatest results while preserving good working relationships.



COMMUNICATE EFFECTIVELY

Learn to engage in more effective communication. Explore communicating frameworks, methods, tools and techniques to help you communicate more effectively.



EMOTIONAL INTELLIGENCE

Learn to apply empathy, how to understand, control, and express their emotions using the appropriate language, and to be able to practice EQ skills to help better manage stress and conflict.



MANAGING PERFORMANCE

Learn how to create standards, manage expectations, and hold people accountable so they may become a more effective manager of people.



EFFECTIVE TEAMS

Learn how to engage and work collaboratively with others to lead and manage a team.



TIME AND TASK MANAGEMENT

A toolkit of practical ideas and techniques to help you become more productive and feel more in control of your daily life. Learn the fundamentals of what it means to "manage time"



BUDGETING FOR TEAM LEADERS

Explore the fundamentals of budgeting including budget allocations, setting targets, understanding variances, forecasting and evaluation techniques, and managing budget risk.