

### ***“Communicate better”***

This is another common request of our training business, as it plays such an important role in any enterprise. As with time allocation we've helped a broad range of managers with communication, from businesses large and small.

Generally we begin with the principles of communication, with a particular focus on how the communications process works, what the key components are and how these relate to getting things done in a business.

Next we take participants through how people process information and how they make decisions. We then relate this back to how communication works, in order to show course participants how to communicate clearly and effectively.

Finally, we show attendees how to manage their communications efficiently. Key areas we cover include clarifying the purpose of each piece of communication and choosing the most appropriate medium and channel.

The outcome of the training should be that people are more effective in their communication, but are also better at managing the time and energy required for it.

**Key Learning:** Communication is most effective when the agenda is clear.

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