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Training Workshop on: **Effective Business Communication & Corporate Etiquette**

Program Contents:

- Communication at Workplace
- Selection & Adaptation of Words in Communication (Spoken/Written) for Clear Sentence Creation
- Business Messages through Email communication
- Direct/Indirect and Neutral Communication
- Report Writing Process Short/Long and Formal Reports
- Use of Graphics:
Layout, Titles, Captions, Tables, Flow-charts, Bar Chart, Pie Charts 3D Graphics etc.
- Informal Oral Communication at Workplace in meetings, Discussions, Telephone, Voicemails, Dictations etc.
- Public Speaking: Formal Speeches and Presentations.
- Correctness in: Cross-Cultural Communication.
- Communication using Technology: Computer tools for Writing.



Duration: 2 days (16-18 hours)
Fees: Rs 2500/-

Sustainable Solutions

For Enquiry & Registration contact:

sustainablesolutions81@gmail.com

info@sustainablesolutions.co.in

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