

Training program to improve communication skills

The slide showcases training plan for improving communication skills of employees for building professional relationships. The training plan includes the purpose of training, target audience, what participants will learn, training mode etc.

Training topic	No. of participants	Purpose	Target audience	What participants will learn	Training mode	Duration	Training date	Remarks
Written communication	10	<ul style="list-style-type: none"> Writing for results E-mail, company reports, brochures, social media communication etc. 	Executives, Managers	<ul style="list-style-type: none"> Audience analysis Technique for transforming Ways to prep and organize information 	In-person	8 hrs	20-01-2023	Add text here
Verbal communication	30	Better engagement with clients and colleagues	Leaders, Managers, Executives	<ul style="list-style-type: none"> Customer engagement through story telling To develop voice, tone, and message alignment 	Virtual	2 days	20-01-2023	Add text here
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Effective Communication Skills Training Program Outline

Michael Brown



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