

Improve your
business skills –
improve your
profits – contact
Business in
Focus

BUSINESS IN FOCUS TRAINING ACADEMY

“ The right information
– at the right time.
Just what we wanted. ”

Nirmal Chabria, Managing Director
Niva International UK Limited.



Communication in Management

Workshop aim

To develop knowledge and understanding of communication as required by a practising or potential middle manager

At the end of the workshop the delegate will:

1. Understand communication theories, concepts and practises
2. Communicate effectively in writing

Workshop content

- Communication theories, including the communication cycle and overcoming barriers
- Different types of communication including non-verbal
- Business language – including tone, style and vocabulary
- Need for feedback, and implications of non feedback
- Value of the written word and the importance of objectives
- Written communication
- Planning for writing, including use of available information and the needs of the recipient
- Tone, language, level of formality
- Image, structure, layout conventions including “house styles”
- Inclusion of statistical/visual materials and appendices in reports

Duration: 1 Day

Cost: £69 + VAT

FOR MORE DETAILS AND TO BOOK ONLINE

www.bifacademy.co.uk

Business in
focus
TRAINING ACADEMY
0870 950 90 90

Business in Focus Training Academy
Business Development Centre
Main Avenue, Treforest Industrial Estate
Pontypridd, CF37 5UR
Tel: 01443 841 842
Fax: 01443 842 925
www.bifacademy.co.uk