



(003587769-K)

Persiaran Mayang Pasir
Bayan Baru, 11950
Pulau Pinang, Malaysia
Mobile: 019-9790786

Email: hr.department@softspheretraining.my

Website: www.softspheretraining.my

Course Name:

Superb Communication Program

Synopsis

Superb Communication Training offers a comprehensive approach to mastering the art of effective communication. Our program combines proven techniques with interactive sessions to enhance your verbal and non-verbal communication skills. From public speaking to interpersonal communication, we provide personalized guidance tailored to your needs. Join us to elevate your communication game and unlock new opportunities in both your personal and professional life.

What You Will Learn

- Expert Guidance
- Tailored Approach
- Practical Techniques
- Interactive Sessions
- Personalized Feedback

Who Should Attend

Assistant Manager, Executive, Clerk and Support Staff

Prerequisite

N/A

Course Methodology

- Theory
- Hands-On



(003587769-K)

Persiaran Mayang Pasir
Bayan Baru, 11950
Pulau Pinang, Malaysia

Mobile: 019-9790786

Email: hr.department@softspheretraining.my

Website: www.softspheretraining.my

- Discussions
- Interactive Classroom Session

Course Duration

2 days - 9am - 5pm

Course Structure

Session 1: Enhanced Communication Skills

Develop proficiency in both verbal and non-verbal communication, including public speaking, active listening, persuasion, and empathy.

Session 2: Increased Confidence

Effective communication is crucial for successful management. Training modules may focus on active listening, clear and concise verbal and written communication, giving and receiving feedback, and resolving conflicts diplomatically.

Session 3: Improved Relationship

Foster stronger connections with colleagues, clients, and loved ones through clear, respectful, and effective communication.

Session 4: Leadership Advancement

Acquire the communication prowess necessary to lead teams, influence stakeholders, and inspire others to action.



(003587769-K)

Persiaran Mayang Pasir
Bayan Baru, 11950
Pulau Pinang, Malaysia

Mobile: 019-9790786

Email: hr.department@softspheretraining.my

Website: www.softspheretraining.my

Session 5: Conflict Resolution

Gain the skills to navigate conflicts constructively, resolve disputes, and foster a positive and collaborative work environment.

Session 6: Professional Growth

Open doors to new career opportunities, promotions, and advancements by mastering the art of communication.

Session 7: Personal Empowerment

Experience personal growth and empowerment as you harness the power of communication to achieve your goals and aspirations.

Session 8: Discussion & Reflection

- Group Discussion
- Presentation
- Program Reflection