PR & Media · PR124

The Art of Advanced Communication

Geneva · 21 - 25 Dec 2026

Date	Venue	Duration
21 - 25 Dec 2026	**Geneva**	**1 Week**
Fee	Ref	Language
£5,250 GBP	**PR124**	**English**

Introduction

One of the key characteristics of the modern manager and leader is the ability to plan and execute high-quality workplace communications.

Developing this competency is important for improving managerial skills because effective communication is critical to any organization's current and future success. However, because we are now operating in a tech-heavy, time-constrained environment, leaders must not only be understood - they must be understood quickly.

Real communication is about first understanding oneself, then knowing with certainty how others differ from you and how your message is received by them. This training course, titled The Art of Advanced Communication, will focus on these elements because the fundamentals of communication rely on a number of key related skills. This training course will also focus on the importance of developing both personal skills and, as a result, the right attitude for effective communication.

Training Course highlights:

- Planning to speak and selecting the proper way
- Creative and systematic approaches
- Self-awareness of communication style
- Reading people and managing their perceptions
- Presentation skills explained
- Delivering your message
- Handling conflict, understanding differences and building confidence

Course Objectives of Art of Advanced Communication

Participants will gain the subsequent from this training course:

- An understanding of the way to plan and execute communication
- Awareness of one’s communication style
- How to read and adapt to feedback and visual communication

- Increased skill in presenting, questioning, listening and observing
- Practice and confidence in delivering communications

Course Methodology of Art of Advanced Communication

This contemporary, interactive training course entitled, The Art of Advanced Communication will challenge and educate delegates, employing a broad realm of techniques like tutor input, discussions, case studies and examples, real-play feedback sessions, video input and relevant personal communication challenges.

Organizational Impact of Art of Advanced Communication

The organization can expect delegates to:

- Return to figure with greater confidence and skill sets for creating presentations and communicating with individuals and groups
- Achieve a more reliable and repeatable format for communication across the corporate
- Be more able to volunteer to share information and data by way of 1:1 and group conversation
- Look for opportunities to practice their skills and be ready to expire tips to assist others

Personal Impact of Art of Advanced Communication

The delegates can expect to:

- Gain the knowledge and skills required to make communications that gets the message across in a stimulating and dynamic way
- Learn the way to conquer nerves, capture an audience, and obtain them on your side

Target Audience of Art of Advanced Communication

Anyone who wishes to ascertain a dramatic improvement in their professional (and personal) communication skills. Level within the organization is a smaller amount important than keenness to find out and apply new skills of communication within the workplace.

- Business Analysts.
- Account Managers.
- Client Relationship Professionals.
- Middle and Senior Manager.
- Human Resource Professionals.
- Salespeople.

Course Outlines of Art of Advanced Communication

DAY 1

Communicating Yourself

- What is Communication?
- Types of Communication
- Your Role and Beliefs when Communicating
- How to concentrate, really listen…
- Reading People
- Developing Your Awareness

DAY 2

Verbal Communication

- Self-awareness and Emotional Intelligence
- Communication Styles
- Para-language
- Understanding the facility of Your Voice and Posture
- Positive and Negative Language
- Giving & Receiving Feedback

DAY 3

Non-Verbal Communication

- The Range of Non-Verbal Communications
- Body Language
- Gestures
- Communicating in Meetings
- Written Communications Outlined

DAY 4

The Art of Presentation

- Preparing to Present
- Planning What to mention (and what not to)
- Visual Aids and Stagecraft
- Using Q&A Sessions to Your Advantage
- Changing Your spirit for fulfillment
- Presentation Practice and Feedback

DAY 5

Influence, Persuasion and Conflict Management

- A Model of Persuasion - Push vs. Pull
- Understanding Conflict and Its Positions
- Who does one think you're (and come across)?
- Talking Organizationally
- Cross Cultural Communication
- Planning to form a Difference

Register or ask about this course online

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