

Communication Skills Mastery Part 1

Topics

- The science of effective communication
- Four frames of business and communication
- Role of emotional intelligence in communication
- Principles of effective business conversations
- Effective presentation skills
- Public speaking skills
- Art of giving and receiving feedback

Communication Skills Mastery Part 2

Topics

- How to be polite yet assertive in your communication
- How to build positive business and personal relationships
- How to convey your brand every time you talk
- Listening skills
- The science of body language
- Principles of body language as they apply to business communication
- How to look and sound confident and charismatic

Communication Skills Mastery Part 3

Topics

- How to communicate nonverbally like a leader
- How to effectively use your body to complement your message
- The science of written communication
- Principles of effective written communication
- How to draft effective emails
- How to create reports that are easy to read and comprehend
- How to write clearly, concise, and fast at the same time