XCELERATE TRAINING INSTITUTE

your learning & development partner

COMMUNICATION & WRITING SKILLS

Advanced Communication Skills

DURATION	LANGUAGE	FORMAT
5 days	English	Classroom / Online

Upcoming dates

Dates	Venue	Format	Fee
4 – 8 ????? 2027	Cairo	Classroom	€5?500
28 ????? – 2 ????? 2027	Live online	Online (live)	€1?200
6 – 10 ?????? 2027	Live online	Online (live)	€1?200

Register or ask a question

Online: staging.x8ti.com/course/advanced-communication-skills/

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Advanced Communication Skills

Introduction

Introduction

Great first impressions have the potential to take you from a handshake to a multi-million deal, if you use the perfect vehicle of incredible communication! And this is exactly what we offer you at Xcelerate Training Institute

Our Advanced Communication Skills Training Course has equipped our participants to take a fresh plunge out of their comfort zones into the exciting world of opportunity, with confidence. Unfortunately, many capable businesses have yet to see the light of profit-making due to their lack of investment in this crucial people-skill.

Equipping yourself and your team with the seemingly easy yet the attested challenging nuances of communication will bring your brand all the way to the finishing line and on to victory. The Advanced Communication Skills Training Course is carefully designed to take our delegates a step above and beyond the elements of basic conversational elements in communication.

Each session is constructed to navigate participants through an in-depth assessment of their skills and promote their innate ability towards excellence. This is done by our well-experienced facilitators by employing further information and applied techniques including yet not restricted to role-plays, assignments and real-time personal feedback.

Organizations have seen an immense improvement in their market reputation after having invested duly in the communication skills of their employees, through this intervention.

Not only does this course cater to verbal communication, but it also offers participants a peek into human behavior, namely – Transaction Analysis and Emotional Intelligence and helps participants to examine its close relationship to communication and interpersonal relationships.

This Xcelerate training Institute course will thus empower you to become an expert in communication. Through this course, you will be able to apply advanced communication techniques and also role-model this ability to mentor others by example.

Learning Objectives

The main objective of this Advanced Communication Skills Training Course is to empower professionals with—

- the ability to reach a higher level of competence in communication
- real-time feedback on their spoken communication aligned with global business standards
- the ability to recognize language and vocal anomalies in their present communication styles
- capability to correct these errors and self-improvise

- express ideas fluently on any subject
- initiate conversations and build rapport
- understand the potential of listening, questioning, and acknowledging the other to make a mark in the business world

Training Methodology

In designing courses Xcelerate Training Institute Solutions lays a lot of emphasis to cater to our training audience and their distinctive professional background and experience. Classroom sessions with presentations by a highly experienced facilitator form a major part of our training programs.

We encourage trainee participation through group discussions, role-plays, group activities, assessments and more. Trainees are encouraged and requested to share their knowledge, concerns, interests and best practices, which are facilitated by the trainer to optimize learning for the entire participant group.

Xcelerate Training Institute Solutions' uses its unique training methodology of "Do–Review–Learn–Apply" Model to meet the Training objectives.

Benefits For Your Organization

Organizations whose professionals undertake this course will benefit in the following ways:

- Individuals become excellent at spoken communication and their skills will reflect positively for your business
- More calibration and streamlining in communication, aligned with the brand values of your organization
- Greater credibility for the individual, the organization and brand value
- Increased demand for the goods and services your organization offers in the market
- Decrease in confusion over instructions and ambiguous communication
- Market credibility increase because of stakeholder recommendations, owing to high standards of communication
- Improved individual performance and sense of appreciation for the organization
- Better dispute management, owing to the greater awareness of human behavior
- Lower attrition as individuals feel invested in, listened to, valued and motivated

Benefits For You

Professionals attending this course will benefit at an in-depth level in the following ways:

- A clear understanding of the role of advanced communication skills in professional interactions
- An increased self-awareness of one's ability to understand human behaviors and their effect and impact on communication styles
- Access to videos and practice sessions exclusively owned and run by Xcelerate Training Institute solution
- Ability to identify one's area of opportunity to recognize and correct common language errors in spoken English
- Understanding the impact of not maintaining a global standard of excellence in spoken communication

- A sense of accomplishment contributing to a steady application of advanced communication techniques
- Overall improvement in individual performance owing to increased competency in communication
- The ability to role-model this skill in the organization for subordinates to observe and imitate
- Ability to employ vocal impact to show-case a standard of excellence

Target Audience

- Individuals seeking to improve their communication skills in both personal and professional settings.
- Professionals who want to enhance their communication effectiveness in the workplace.
- Students looking to develop strong communication skills for academic and career success.

Course Outline

Role of Communication in the 21st Century

- Communication Essentials
- Role of an Effective Communicator
- Good vs Bad Communication
- Impact of Communication Errors
- Assess your Communication Style

Business Communication Styles

- Role of Behaviors in Communication
- Passive Communication
- Aggressive Communication
- Assertiveness in Communication
- Choose your Communication Style
- Practice (Role-plays) & Feedback

Grammar & Sentence Construction

- Common Grammatical Errors
- Archived English
- Redundant Phrases
- Clichés and how to avoid them
- Positive Language
- Practice Activities & Feedback

Your Vocal Impact

- Introduction | Set Your Tone
- Impact of your Tone on Communication
- Elements of Vocal Impact
- Syllable and Word Stress
- Asking Questions
- Applying Assertiveness in Tone

Body Language

- Introduction to Visual Communication
- First Impressions
- Body Language in a Virtual Set-up
- Posture and Poise
- Self-Assessment

Effective Listening

- Introduction to Listening
- What is Empathetic Listening?
- Tips to Become a Great Listener
- Barriers to Effective Listening
- Practice Exercises & Feedback

Rapport Building

- The Power of Initiative
- Conversation Starters
- Empathy and Acknowledgement
- Verbal Nods
- Establishing Trust
- Applying Interpersonal Nuances
- Worksheets and Practice

Behavioral Impact on Communication

- Understanding Human Behavior
- Overview | Transactional Analysis (TA)
- Overview | Emotional Intelligence (EI)
- Using (TA) and (EI) to become an Effective Communicator
- Cross-cultural Communication
- Summary & Feedback

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Registration Form

Advanced Communication Skills

Preferred dates: ..... Venue or online: .....

Duration: 5 days Language: .....

Please complete and email this form to us, or register online. We confirm your place and send the invoice within one working day.

Delegate information

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

Official email: ..... Personal email: .....

Company information

Company name: .....

Address: .....

City / country: ..... VAT / tax number: .....

Person responsible for training & development

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

Email: .....

Payment

☐ Please invoice me ☐ Please invoice my company

Signature: ..... Date: .....

Call
+491631686678

Email this form
info@x8ti.com

Register online
Open the course page