

Soft Skills: Workplace Communication

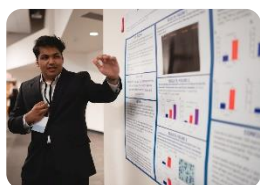
Course Description

Soft Skills: Workplace Communication offers you the opportunity to learn about two key types of workplace communication: presentations and meetings. In this course, you will learn how to plan and deliver a successful presentation and actively take part in meetings both as a leader and participant.

Method of Service

Facilitated - Online - Asynchronous

Course Topics



Unit 1: Presentations in Canada, it is not uncommon to have to give a presentation in the workplace. Being able to give a successful presentation is a very valuable skill to have. This unit will show you how to outline, organize and write a successful presentation.



Unit 2: Meetings - Meetings are a regular occurrence in many businesses. They are used to convey information, brainstorm ideas and develop strategies towards success. Of course, proper communication within a work meeting requires professionalism and courtesy.

Time Required

5-7 hours per 2 weeks

Technology Required

- Latest version of one of the following browsers is recommended: Firefox, Safari, Google Chrome, Internet Explorer
- Email: Outlook Express / Outlook / browser based package, i.e. (Gmail, Hotmail, Yahoo)
- Operating System: Windows XP or higher, Mac OS X or higher
- Latest version of Java and Adobe Flash
- Headset or Speakers
- PDF reader (such as Adobe Reader)
- High speed internet access

Participant Criteria

Recommended Language Level: Canadian Language Benchmarks (CLB) 6 or higher (Intermediate)
General/Academic IELTS – 5.5+ in all skill areas

Evaluation

Upon completion of the course, clients are asked to complete an online evaluation.