

MCC 03006 Managerial Communication Skills

Introduction

Management Communication is intended to help the participants to think strategically about communication and to aid them in improving writing, presentation, and interpersonal communication skills within a managerial setting. In the class, participants will polish their communication strategies and methods through learning, examples, cases and discussion of communication principles and successful practices. This is a “hands-on” course helping participants to sharpen their management skill through class activities and presentations. Variety of written and oral assignments are provided, as well as lecture notes and study materials that guide the participants.

Design for

This program is designed for participants in their supervisory role and need to communicate frequently with both internal and external parties.

Contents

1. Communication Strategy and Structure
2. Use of Visual Aids
3. Writing: Persuasion and Document Design
4. Active and Reflective Listening
5. Group Presentation
6. Choosing Communication Media

Language Medium

Cantonese (supplemented with English)
English course manual

Duration

2 days

Contact our Sales Consultant for assistance - free of charge

Tel: 8200 6826
