



Communication in the workplace

Effective communication skills help us achieve our dream careers.
We can enhance our skills, develop good relationships, and increase morale and productivity at work by having good communication skills.

Session 1

Effective communication and presentation skills

How to improve your communication skills at work

Session 2

Negotiation, agreement, expressing opinions

Tips for negotiating agreements and how to disagree respectfully

Session 3

Participating in a workplace meeting

How to speak up in meetings and language for participating in one

Session 4

Effective workplace writing skills

Developing skills on writing a business email



Tuesday and Thursday
June 13- 22, 2023



10:00am-11:00am



ZOOM Virtual Meeting

More info: Orjeta.Ndrija@cicscanada.com

Registration: 437-353-7116

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