Consulting and Training | Reach New Heights

Course Name

Communication Skills and Self-Confidence

Sector Name

Interpersonal Skills and Self Development

Document Type

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Communication Skills and Self-Confidence

Course Introduction

In the contemporary landscape of professional growth and success, the twin skills of effective communication and self-confidence stand as pillars of influence and impact. The ability to convey ideas with clarity, listen empathetically, and assertively interact with others is foundational to effective teamwork, leadership, and collaboration. Paired with self-confidence, these skills propel individuals forward, enabling them to navigate challenges with resilience and authenticity.

This training course is designed to equip participants with the tools and insights needed to master communication, enhance self-assurance, and excel in delivering compelling presentations. Over the next **three days**, this course will explore the intricacies of effective communication, from active listening to assertive feedback delivery. Moreover, the course will delve into the crucial connection between self-confidence and communication, providing strategies to overcome doubt and imposter syndrome. Participants will learn the art of crafting engaging presentations and managing public speaking anxiety. By the course's conclusion, participants will emerge not only as more adept communicators but also as confident individuals ready to seize opportunities and make a lasting impact in their personal and professional endeavors.

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Target Audience

- ✓ Professionals Seeking Career Growth
- ✓ Young Professionals aiming to boost their communication and confidence for career advancement
- ✓ Mid-Career Professionals who want to refine their presentation and communication skills
- ✓ Executives or C-Suite Leaders looking to enhance their public speaking and leadership presence

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Learning Objectives

- ✓ Develop strong verbal, nonverbal, written, and listening skills to facilitate clear and empathetic communication.
- ✓ Boost self-esteem and overcome barriers that hinder self-assurance, allowing for more impactful interactions.
- ✓ Acquire the ability to design and deliver engaging presentations using storytelling and visual aids.
- ✓ Handle difficult conversations, provide constructive feedback, and address communication barriers with assertiveness.
- ✓ Learn techniques to manage nervousness, build confidence, and deliver speeches with poise.

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Course Outline

✓ 01 Day One

Enhancing Communication Skills

- ✓ Introduction to Effective Communication
- ✓ Importance of communication skills in personal and professional success
- ✓ Overview of key communication components: verbal, nonverbal, written, and listening skills

Active Listening and Empathetic Communication

- ✓ Techniques for attentive and empathetic listening
- ✓ Role of active listening in building rapport and understanding

Clear and Concise Verbal Communication

- ✓ Strategies for articulating ideas clearly and confidently
- ✓ Overcoming common barriers to effective verbal communication

Effective Nonverbal Communication

- ✓ Importance of body language, facial expressions, and gestures in conveying messages
- ✓ Nonverbal cues that enhance or hinder communication

Written Communication Excellence

- ✓ Essentials of clear and professional written communication: structure, grammar, tone
- ✓ Crafting effective emails, memos, and reports
- ✓ Activity: Participants provide feedback on written communication samples

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Course Outline

✓ 02 Day Two

Overcoming Communication Barriers

- ✓ Identifying and addressing common communication challenges: language barriers, cultural differences, and emotional barriers
- ✓ Techniques for adapting communication to diverse audiences

Assertive Communication and Feedback

- ✓ Understanding assertiveness and its role in effective communication
- ✓ Providing constructive feedback and managing difficult conversations

Building Self-Confidence and Delivering Presentations

- ✓ The Importance of Self-Confidence
- ✓ Connection between self-confidence and effective communication
- ✓ Benefits of self-confidence in personal and professional growth

Building and Sustaining Self-Confidence

- ✓ Strategies for enhancing self-esteem and self-assurance
- ✓ Overcoming self-doubt and imposter syndrome

- ✓ Self-reflection exercises: Participants identify their strengths and areas for growth

Crafting Engaging Presentations

- ✓ Structure of effective presentations: introduction, body, conclusion
- ✓ Incorporating storytelling and visual aids to engage the audience

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Course Outline

✓ 03 Day Three

Delivering Impactful Presentations

- ✓ Techniques for managing nervousness and projecting confidence while speaking
- ✓ Voice modulation, body language, and eye contact tips for dynamic presentations

Handling Questions and Improvisation

- ✓ Strategies for addressing audience questions confidently and succinctly
- ✓ Techniques for thinking on your feet and handling unexpected situations

Overcoming Public Speaking Anxiety

- ✓ Understanding the sources of anxiety and fear related to public speaking
- ✓ Techniques for managing anxiety through preparation, relaxation, and visualization

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Oct. 11, 2027	Oct. 13, 2027	3 days	3250.00 $	UAE , Dubai
Nov. 29, 2026	Dec. 1, 2026	3 days	3250.00 $	KSA , Riyadh
Feb. 1, 2027	Feb. 3, 2027	3 days	3950.00 $	England , London
May 10, 2027	May 12, 2027	3 days	3250.00 $	UAE , Abu Dhabi

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