



Consulting and Training | Reach New Heights

Course Name

Business Communication Skills - Entry to Mid

Sector Name

Interpersonal Skills and Self Development

Document Type

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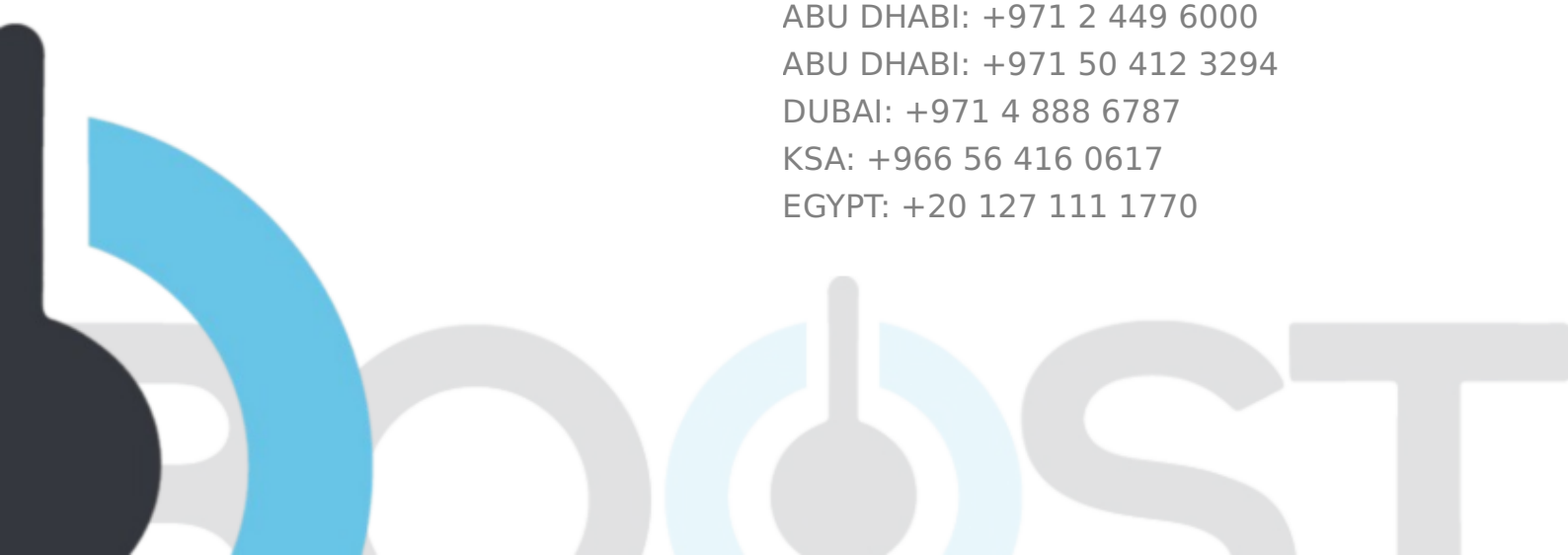
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Business Communication Skills - Entry to Mid

Course Introduction

Effective business communication is a critical skill for professional success in today's workplace. Clear, confident, and structured communication enhances collaboration, improves productivity, and strengthens relationships with colleagues, managers, and clients.

Developed by **Boost**, this course is designed to build strong business communication capabilities for entry- to mid-level professionals. It focuses on practical communication skills used in everyday work situations, including verbal communication, written messages, meetings, presentations, and professional interactions.

Through interactive discussions, practical exercises, and real workplace scenarios, **Boost's Business Communication Skills - Entry to Mid-course** enables participants to communicate with clarity, professionalism, and confidence across different business contexts.

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Target Audience

- ✓ Entry-level and mid-level professionals
- ✓ Administrative and support staff
- ✓ Team members and junior supervisors
- ✓ Employees who interact with internal or external stakeholders
- ✓ Professionals seeking to improve workplace communication skills

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Learning Objectives

- ✓ Understand the fundamentals of effective business communication
- ✓ Communicate clearly and professionally in workplace interactions
- ✓ Apply appropriate communication styles for different situations
- ✓ Improve listening, questioning, and feedback skills
- ✓ Communicate confidently in meetings and presentations
- ✓ Reduce misunderstandings and improve workplace collaboration

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Course Outline

✓ DAY 01

Foundations of Business Communication

Module 1: Understanding Business Communication

- ✓ What business communication is and why it matters
- ✓ Common communication challenges in the workplace
- ✓ The role of communication in professional success

Module 2: Communication Styles and Professional Behavior

- ✓ Different communication styles
- ✓ Adapting communication to workplace situations
- ✓ Professional tone, clarity, and etiquette

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Course Outline

✓ Day 02

Verbal Communication and Active Listening

Module 3: Verbal Communication Skills

- ✓ Clear and confident verbal expression
- ✓ Choosing appropriate language and tone
- ✓ Communicating ideas effectively

Module 4: Active Listening and Questioning

- ✓ Listening for understanding, not response
- ✓ Asking effective questions
- ✓ Avoiding assumptions and miscommunication

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Course Outline

✓ Day 03

Written Business Communication

Module 5: Business Writing Basics

- ✓ Writing clear and concise workplace messages
- ✓ Structuring emails and internal communication
- ✓ Common writing mistakes and how to avoid them

Module 6: Professional Email and Message Management

- ✓ Email etiquette and best practices
- ✓ Writing effective subject lines and calls to action
- ✓ Managing tone in written communication

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Course Outline

✓ Day 04

Communication in Meetings and Presentations

Module 7: Effective Communication in Meetings

- ✓ Preparing for meetings
- ✓ Expressing ideas clearly and confidently
- ✓ Participating professionally in discussions

Module 8: Presentation and Speaking Skills

- ✓ Structuring short business presentations
- ✓ Using voice and body language effectively
- ✓ Managing nervousness and building confidence

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Course Outline

✓ Day 05

Workplace Communication Challenges and Improvement

Module 9: Managing Difficult Conversations

- ✓ Giving and receiving feedback
- ✓ Handling disagreements professionally
- ✓ Communicating under pressure

Module 10: Building a Personal Communication Improvement Plan

- ✓ Identifying individual communication strengths and gaps
- ✓ Applying course learning to daily work situations
- ✓ Creating a simple action plan for continuous improvement

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Feb. 1, 2027	Feb. 5, 2027	5 days	4250.00 \$	UAE , Dubai
May 23, 2027	May 27, 2027	5 days	4250.00 \$	KSA , Dammam
July 12, 2027	July 16, 2027	5 days	2150.00 \$	Virtual , Online
Oct. 26, 2026	Oct. 30, 2026	5 days	4950.00 \$	Austria , Vienna

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