

MONA SCHOOL OF BUSINESS & MANAGEMENT
THE UNIVERSITY OF THE WEST INDIES, Mona

COURSE OUTLINE

Programme: Executive Development Courses

Course Title: Communicating for Success

Contact Hours: Six (6)

Learn how to identify, choose and use the communication methods required to achieve your personal and professional goals. Challenging professional and personal situations occur each day, discover how to communicate in some of these situations.

Collaboration is essential to achieving success in all spheres of life and in this course you will explore how communication rightly used, builds successful collaborations essential to secure support for your innovations and initiatives.

This course is intended for persons who wish to improve or radically change their current communication skill-sets with a view to achieving noticeable successful outcomes in their personal and professional interactions.

This course does not require prior knowledge in communication.

CONTENT:

- Communication in a professional space
- Information sharing – who, what, when, how
- Effective Collaboration
- Communication in challenging circumstances

Upon completion, you should be able to:

- Appreciate the impact that communication has in your personal and professional life.
- Identify, select and apply appropriate communication methods to achieve your goals
- Collaborate effectively with your peers
- Communicate in challenging professional situations

METHOD:

The course material will be delivered through seminar presentations, case studies, and hands-on practice exercises to achieve the objectives.