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Business Communication Skills Agenda

KNOWLEDGE:

It is presumed that the delegate will be familiar with Windows, general P.C usage, and English reading, speaking and writing.

AIMS:

To provide delegates with the basic skills needed to improve daily business communication tasks.

At the completion of the course, delegates will have grasped skills necessary to improve the way their business communication style reflects both them and their business.

*This course is taught by a university-level Public Speaking and Business Communication instructor.

TIME:

Your training course can be from ½ day to 1-week and can train up to 20 people at a time (pending equipment is available for each user).

Your trainer will arrive at 10am and plan to take a lunch break from 12:30-1:30pm. The course will resume at 1:30pm and the will conclude at 4-4:30pm.

- **Business communication and why it's important**
 - **Basic Presentation and PowerPoint Delivery**
 - **Grammar and spelling workshop**
 - **Identification of weaknesses**
 - **Writing different types of letters**
 - **Writing memorandums**
 - **Technology and its place in business**
 - **Writing E-Mails**
 - **Telephone Communication (Sales Tips)**
 - **Resumes, CVs, and cover letters**
 - **Writing and delivering presentations and proposals**
 - **Proposals and Reports *(if requested)**
 - **Hands-on practice and evaluation**
- * A lecture book is provided.