

Effective Verbal Communication Skills Training

Course Duration: 08 Hours

Course Code: EVCST

1. Course Overview

Effective Verbal Communication Skills Training focuses on enhancing your ability to express ideas clearly, confidently, and professionally. This course helps individuals improve speaking skills, build strong interpersonal communication, and deliver impactful messages in both personal and professional environments.

2. What You'll Learn

- Fundamentals of verbal communication
- How to speak clearly and confidently
- Active listening techniques
- Tone, pitch, and voice modulation
- Overcoming hesitation and fear of speaking
- Professional communication in workplace scenarios
- Handling conversations, meetings, and presentations effectively
- Building strong interpersonal relationships through communication

3. Target Audience

- Students and fresh graduates
- Working professionals
- Team leaders and managers
- Sales and customer-facing professionals
- Anyone looking to improve communication and confidence

4. Pre-Requisites

- Basic understanding of English or any working language
- Willingness to participate in discussions and activities
- No prior communication training required

5. Course Content

Module 1: Introduction to Communication

- Types of communication
- Importance of verbal communication

Module 2: Fundamentals of Verbal Skills

- Clarity, tone, and articulation
- Vocabulary building

Module 3: Active Listening Skills

- Listening vs hearing
- Techniques for effective listening

Module 4: Confidence Building

- Overcoming stage fear
- Speaking with confidence

Module 5: Workplace Communication

- Professional conversations
- Meetings and presentations

Module 6: Interpersonal Skills

- Building relationships
- Conflict resolution

Module 7: Practical Activities & Role Plays

- Group discussions
- Mock presentations
- Real-life communication scenarios

