

Communication Essentials in Today's Workplace: Building Stronger Teams

About This Course:

This 2-day course, Communication Essentials in Today's Workplace: Building Stronger Teams, is designed to help you become a more effective and persuasive communicator — whether you're interacting with colleagues, customers, or supervisors.

Through hands-on activities, real-life scenarios, and guided role plays, you'll explore how communication works, what gets in the way, and how to deliver your message clearly across different platforms — face-to-face, written, or digital.

1. Structure your messages to achieve desired outcomes
2. Choose the right communication tools for the situation
3. Listen actively and use emotional intelligence to build rapport
4. Ask the right questions to avoid misunderstandings
5. Present your ideas clearly and confidently.

This course doesn't just cover "what" to say — it focuses on "how" to say it effectively in the workplace.

You'll walk away with practical tools and strategies you can apply immediately to improve your professional interactions and build stronger working relationships.

Whether you're new to the workforce, returning after a break, or looking to sharpen your soft skills, this course offers a supportive and interactive environment to boost your confidence and capability.

Course Duration: 16 Hours (including 1 hr 20 mins assessment), 2 Days course. 100% Attendance is required.

Assessment Format & Duration - Written Assessment –60 mins, Oral Questioning – 20 mins.

Passing criteria: 100%. Course Schedule: Kindly visit our website for latest schedule.

Learners will use QR code to download the course materials (in PDF)

Course Fee: **\$422.92** (Inclusive of GST). Course Code: **TGS-2025057632**

| Student Registration form | | | | |
|--|--|---------------|--|------------------------|
| Company Name | | | | Company Reg. no. |
| Company Address | | | | Course Date |
| Contact Person Name | | | | Course Language |
| Contact Person Email | | | | Course Venue |
| Contact Person Mobile | | Tel no: | | Fax no: |
| Participant details | | | | |
| Participant Name | | | | NRIC / FIN |
| Participant Email | | | | Participant mobile no. |
| Nationality | | Date of Birth | | Race |
| Designation | | Education | | Gender |
| Salary Range : (1 - Below \$1000, 2 - \$1000-\$1499, 3 - \$1500-\$1999, 4 - \$2000-\$2499, 5- \$2500-\$2999, 6 - \$3000-\$3499, 7 - \$3500 & above) | | | | |
| Refund Policy: Request for refund must be submitted in writing, before the course date. Refund of course fees is subject to our terms and conditions (refer website) | | | | |
| Absolute Kinetics Consultancy Pte Ltd Tel : 6690 5555 | | | | Company seal |
| Website: www.sg-akc.com Registration Email: register@sg-akc.com | | | | |