

# English Communication Skills Workshop

**Objavljeno:** 02.10.2017

**Prijave moguće ostaviti u periodu:** 02.10.2017 - 13.10.2017

**Datum održavanja:** 17.10.2017 - 18.10.2017

**Organizator:** Agencija za državnu službu BiH

**Lokacija:** "Zgrada prijateljstva Grčke i BiH - sala 402" - Trg Bosne i Hercegovine 3, CENTAR SARAJEVO

## General Description

This 2-day workshop is designed to enhance communication skills by covering four major skills areas: planning content, using effective delivery techniques, designing powerful visual aids and gaining control of external factors that can impact on the communication process.

At the beginning of this workshop, participants will learn to plan a well-organized communication style. Participants should gain the necessary skills to communicate clearly and confidently, achieve objectives through effective communication, persuade and influence and improve workplace relationships. The main focus of this workshop is to provide practical guidelines and practice for effective speaking in professional contexts.

## Who is the workshop for?

This workshop will help you develop communication skills and confidence in a safe, learning setting. Additionally, participants will learn how to start and continue a conversation naturally; using a number of communication strategies such as asking follow-up questions and giving extended answers.

This workshop is highly interactive, with opportunities to practise individual skills in communication techniques. The workshop is designed for anyone whose work involves negotiation or persuasion - with individuals or in groups. Minimum B2 level of English knowledge is necessary.

## Workshop outline

The workshop looks at communication skills from every angle, from preparation and rehearsal to the development of communication styles. The main objective of this workshop is to prepare the participants to communicate effectively in various professional contexts.

## Learning Objectives

By successfully completing this workshop, participants will be able to:

- Communicating effectively and confidently in English.
- Recognize and describe various communication styles.
- Define verbal and nonverbal communication.
- Demonstrate techniques for improving conversational skills and group communication.
- Define communication barriers.
- Compare and contrast cultural aspects of communication.
- Describe communication strategies to resolve disagreements and conflicts.
- Describe negotiation strategies and how to receive and deliver constructive criticism.
- Reduce stress when making a presentation.
- Improve your technique in understanding your audience, and in forming the key message you want the audience to retain and/or act upon.
- Improve your skill to look and sound confident.

Potrebna predznanja

Minimum B2 znanje engleskog jezika.

Raspored

Tema	Od	Do	Predavac
English Communication Skills Workshop	17.10.2017 10:00	17.10.2017 15:30	Danka Dražić
	18.10.2017 10:00	18.10.2017 15:30	Danka Dražić

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