Mindluster Platform

# About the course Workplace Communication skills for beginners

Workplace Communication skills course, in this course explores the nuances of effective communication within professional environments. Through interactive modules and practical exercises, participants delve into strategies for clear, concise, and respectful communication with colleagues, supervisors, and clients. Topics include active listening, conflict resolution, email etiquette, and delivering impactful presentations. Join us as we sharpen our communication skills to foster collaboration, minimize misunderstandings, and enhance productivity in the workplace.

**Soft Skills Category's Courses**

# Course Lesson(3)

Lesson 1 : **Downward and Upward Communication Workplace Communication Skills**

Lesson 2 : **Upward Communication Workplace Communication Skills**

Lesson 3 : **Workplace Communication Skills Monologue or Dialogue**

# Related courses

**How to Answer Interview Questions**

**Organizational Communication**

**Management Information Systems Basics**

**Performance Management**

**Leadership and Power**

**Business Problem Solving Model**

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