

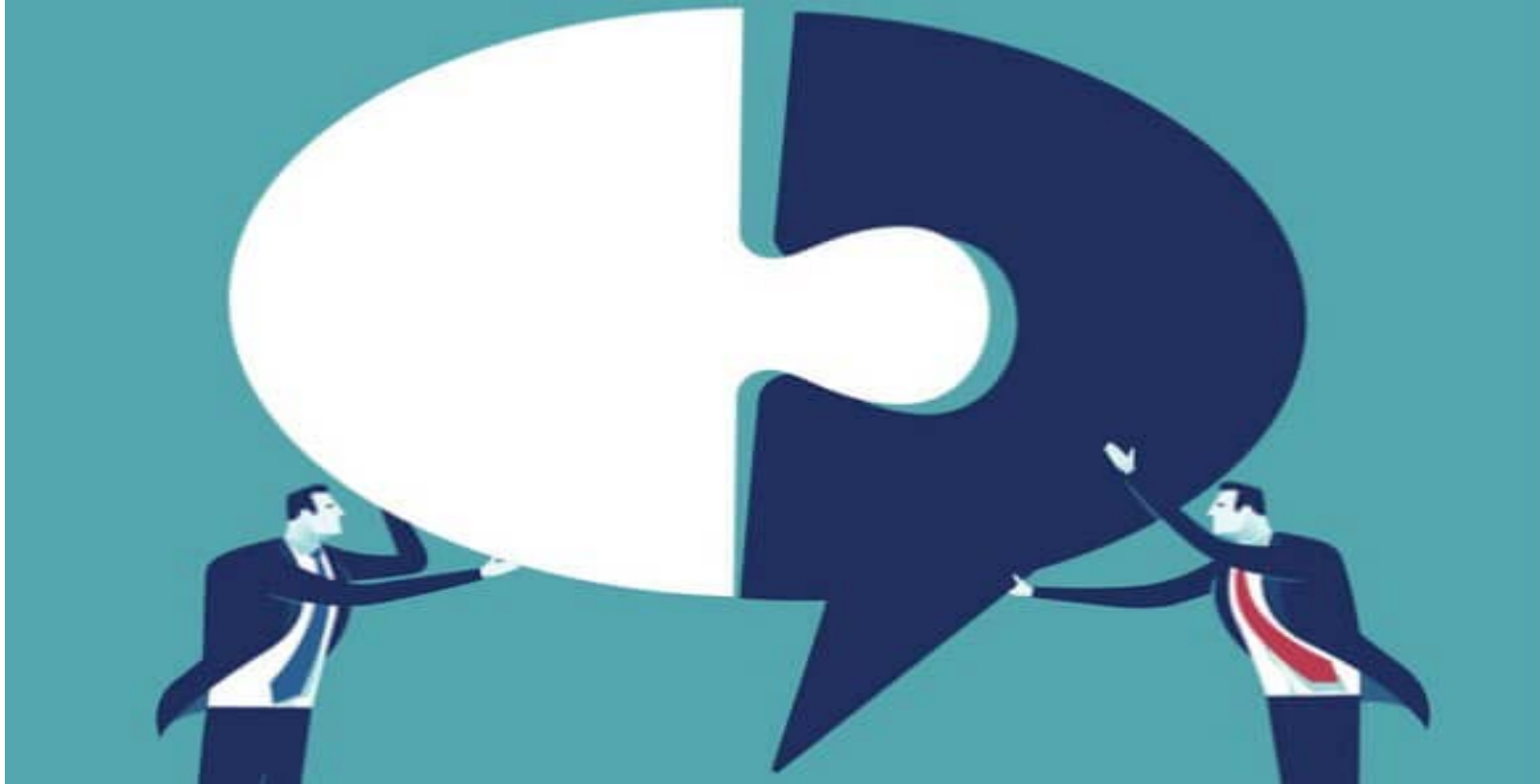
Communication Skills

REFERENCE MATERIAL

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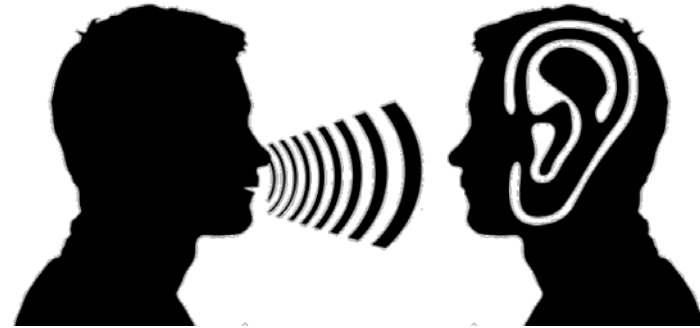


Communication Skills



Tatweer Ref.: Tat/RL/Soft Skills/503/R0

What are Communication Skills?



Communication skills enable individuals to understand others and to be understood themselves. A variety of aspects are important in the context of these skills, such as listening, speaking, observing and empathy.

Why are Communication Skills important?

- Developing communication skills can help all aspects of your life, be it professional or social.
- Professionally, when applying for jobs or looking for a promotion with your employer, you will need to demonstrate good communication skills.
- In your personal life, good communication skills can help you to understand others, be understood and to improve personal relationships

What are some of top essential Communication Skills?

1. Listening

To become a good communicator, it is important to be a good listener. Practice active listening by paying close attention to what others are saying and clarify doubts by rephrasing their questions for greater understanding.





2. Nonverbal Communication

- Your body language, eye contact, hand gestures, and tone of voice are all a part of the message you are trying to convey.
- A relaxed, open stance and a friendly tone will make you appear approachable and will encourage others to speak openly with you.
- Eye contact is also important; you want to look the person in the eye to demonstrate that you are focused on them and the conversation.
- Pay attention to other people's nonverbal signals while you are talking. Often, nonverbal cues convey how a person is really feeling.

3. Open-Mindedness

- A good communicator should enter into any conversation with a flexible, open mind. Be open to listening to and understanding the other person's point of view, rather than simply getting your message across.
- By being willing to enter into a dialogue, even with people with whom you disagree, you will be able to have more honest, productive conversations.



4. Conciseness

- Convey your message in as few words as possible.
- Do not use filler words and get straight to the point. Rambling will cause the listener to lose interest or be unsure of what you are talking about.
- Avoid speaking excessively and do not use words that may confuse the audience.



5. Picking the Right Medium



- An important communication skill is to simply know what form of communication to use. For example, some serious conversations are almost always best done in person.
- Think about the person with whom you wish to speak. If they are a very busy person, you might want to convey your message through email. People will appreciate your thoughtful means of communication and will be more likely to respond positively to you.



Want to know more on Communication Skills?



Contact our qualified and experienced
trainers at Tatweer today!

QUESTIONS OR CONCERNS?

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