



International Training
Center Paris

TRAINING SCHEDULE



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EFFECTIVE COMMUNICATION FOR MANAGERS AND EXECUTIVES

Overview:

The Effective Communication for Managers and Executives training program is designed to equip participants with the communication skills needed to succeed in leadership roles. This program will cover a range of topics, including effective communication strategies, active listening skills, conflict resolution, and intercultural communication.

Objectives:

- Develop effective communication strategies to better connect with employees, clients, and stakeholders
- Enhance active listening skills to better understand the needs and perspectives of others
- Learn conflict resolution techniques to manage difficult conversations and maintain positive relationships
- Develop intercultural communication skills to navigate diverse work environments and build productive relationships with global stakeholders

The training program will include lectures, case studies, group discussions, and practical exercises. Participants will have the opportunity to apply the concepts learned in the training program to real-world scenarios. By the end of the training program, participants will have developed effective communication strategies, active listening skills, conflict resolution techniques, and intercultural communication skills needed to excel in leadership roles.

Targeted Groups:

- Senior managers
- Department heads
- Team leaders
- Directors
- Executives

Planning:

Day 1: Introduction to Effective Communication for Managers and Executives

- Overview of communication strategies for managers and executives
- Importance of effective communication in leadership roles
- Introduction to active listening and its importance in communication

Day 2: Enhancing Active Listening Skills

- Techniques to improve active listening
- Overcoming barriers to effective communication
- Developing empathy in communication

Day 3: Conflict Resolution and Difficult Conversations

- Understanding different types of conflict and their causes
- Techniques for managing difficult conversations
- Best practices for conflict resolution

Day 4: Intercultural Communication

- Understanding cultural differences and their impact on communication
- Developing cultural awareness and sensitivity
- Strategies for effective intercultural communication

Day 5: Communication Strategies for Leaders

- Effective communication in team meetings and presentations
- Delivering feedback effectively
- Developing a communication plan for success