ITC
International Training Center Paris

TRAINING SCHEDULE

EFFECTIVE COMMUNICATION SKILLS FOR LEADERS

Overview:

Effective communication is essential for successful leadership. This training program is designed to help leaders and managers develop strong communication skills and use them effectively to inspire, motivate, and guide their teams. Participants will learn to communicate with clarity and confidence, listen actively, manage conflict, and create a culture of open communication. The program covers various communication methods, including verbal, nonverbal, written, and digital communication.

Objectives:

- Develop effective communication skills for leadership
- Understand the importance of active listening in communication
- Learn how to manage conflict and create a culture of open communication
- Explore different communication methods, including verbal, nonverbal, written, and digital communication
- Gain insights into the impact of communication on leadership and team performance
- Practice communication skills through role-playing and real-life scenarios

Conclusion: Effective communication is a critical skill for leaders and managers. This training program provides practical guidance and hands-on experience to help participants develop strong communication skills and apply them to their leadership roles. With a focus on active listening, conflict management, and different communication methods, this program equips participants with the tools they need to communicate with clarity, confidence, and impact.

Targeted Groups:

- Managers and supervisors at various levels
- Team leads

- Department heads
- Executives seeking to enhance their communication effectiveness
- Leaders focusing on cross-functional communication

Planning:

Day 1: Introduction to Effective Communication

- The role of communication in leadership
- The importance of clarity and concision in communication
- Understanding different communication styles and preferences

Day 2: Active Listening and Feedback

- Developing active listening skills
- Giving and receiving feedback effectively
- Managing emotions in communication

Day 3: Conflict Management and Negotiation

- Understanding sources of conflict in the workplace
- Strategies for managing and resolving conflict
- Techniques for effective negotiation

Day 4: Written Communication and Digital Communication

- Principles of effective writing and editing
- Tips for creating impactful presentations
- Best practices for email and other digital communication

Day 5: Communication in Action

- Applying communication skills in real-life scenarios
- Role-playing exercises to practice communication techniques
- Developing an action plan for ongoing communication improvement