

Online Business Communication Skills Training
Develop effective communication skills for the workplace
Duration: 4 weeks | Certified Training |
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About Business Communication Skills Training

The Business Communication Skills Training by Internshala is a 4-week online training program to help you improve communication skills for the workplace. This training will introduce you to business communication, improve your speaking skills, improve your professional writing ability, and enhance your interpersonal skills. Also, to help you ace the interview process, the training focuses on skills specific to the job application process - resume writing, how to write a cover letter for a job, interview skills, and group discussions etc. Finally, the program will culminate with communication at the workplace which includes email etiquette, presentation skills, and much more! Throughout this program, you will be given the opportunity to apply and practice the skills taught and you will develop strong speaking, writing & interpersonal skills. For doubt clearing, you can post your queries on the forum and get answers within 24 hours.

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1. Introduction to Business Communication

Learn about the role and importance of communication and understand the different modes of communication.

- Role and importance of communication
- The Communication Process
- Modes of communication
- Business communication skills

2. Essential Communication Skills

Learn the principles and techniques of written and verbal communication. Improve your pronunciation, fluency and listening skills. Learn the art of questioning and the power of body language.

- Effective communication techniques
- Principles of written communication
- Introduction to verbal communication
- Verbal communication techniques
- Fluency, Enunciation, Pronunciation
- The art of questioning
- The power of body language
- Using body language effectively
- The Listening Dilemma
- Active Listening

- Empathy

3. The Application Process

Learn how to communicate powerfully and stand out during the application process, from writing cover letters and resumes to performing well during group discussions and interviews.

- Communicating powerfully
- Resume writing
- Effective cover letters
- Group discussions
- Interview essentials

4. Workplace Communication Skills

Learn integral communication skills for the workplace including the principles of business communication, email writing etiquette, presentation skills and navigating communication roadblocks.

- Writing effective emails
- The Communication Cycle
- Presentation skills
- Communication roadblocks

Each module above contains quiz and exercise elements, as well as an end-of-module assignment.

The course culminates with a project unit that will give you an opportunity to apply and practice the communication skills covered in this training, through real-life scenarios relevant to the professional world.

Excited to learn Business Communication Skills, click [here](#) to sign-up for the training.

FAQs

What is this training program about?

This training program will cover the most essential business communication skills. The duration of the training is 4 weeks. You will develop and improve written, spoken, as well as interpersonal skills.

Who is the instructor for this training?

The content partner for this training is Tripta Singh. Tripta is an educator based out of Singapore with years of experience in consulting, content development, instructional design, mentoring and training. Tripta led content development and innovative curriculum-linked blended learning solutions in Asia, for Knowledge Platform, an education technology firm. Prior to that, she worked at McKinsey & Company, London. Tripta holds a Master's degree from The London School of Economics and Political Science (LSE) and completed her undergraduate studies from The University of Warwick.

Tripta and her team will be available to answer any questions you may have through our platform's online forum.

How will the training be imparted?

This training will be delivered using state of the art online tutorials and interactive exercises provided. Please note this is not an instructor-led training.

What are the timings of this training program?

As this is a purely online training program, students can choose to learn at any time of the day. The students can decide the timing according to their convenience.

Who can join? I am a beginner/advanced user, is this training program for me?

This training program is recommended for anyone who is willing to learn and has interest in improving their professional writing, speaking and interpersonal skills.

What are the benefits of joining Internshala Business Communication Skills training program?

By joining this training program, you will not only equip yourself with critical communication skills required to succeed during the job application process and at the workplace, you will also be given plenty of opportunities to practice and apply these skills to relevant real-life scenarios and be given detailed feedback.

What hardware/software are required for doing this training?

No hardware is required for this training. All the necessary software is uploaded online which can be downloaded during the training.

Will there be a certificate provided at the end of the training?

Yes, a certificate will be provided by Internshala upon completion of the training. Students may download a soft copy of the certificate through our portal.

Will I be able to download the training content?

Yes, you can download training content. The download link will be available inside the training program.

Can the material be used by a group of students?

No. The training program is for individual use only. Multiple users will not be allowed to access the portal using the same account.

If you have any queries or any doubts regarding the training, please write to us at trainings@internshala.com or call us on +91 844 8444 853.