Communication Skills & Technology

About the course:

A training course on Communication Skills and Technology is essential to help individuals navigate the dynamic intersection between communication and rapidly evolving technological tools. This course should focus on enhancing both traditional and digital communication skills, leveraging technology for effective communication, and adapting to the changing communication landscape.

Objectives:

- Introduction to Communication Skills and Technology
- Importance of Communication in the Digital Age
- Understanding the role of effective communication in personal and professional success
- Impact of technology on communication patterns
- Communication Skills Overview
- Verbal and non-verbal communication
- Listening skills and empathy
- Digital Communication Tools
- Email Etiquette and Professional Messaging
- Crafting effective and professional emails
- Effective use of tools like Slack, Microsoft Teams, or others
- Collaborative communication in virtual environments
- Using social media Effectively for Communication
- Leveraging platforms like LinkedIn, Twitter, and others
- Effective Written Communication in the Digital Era
- Blogging and Content Creation
- Social Media Content Strategy