



**ARIVU**  
Empower • Innovate • Perform

## Communicating Better at Work

Good communication – both internal and external – is paramount to the future success of your organisation. It is the glue that binds people together to work better with each other and to get things done as quickly and efficiently as possible. Getting it wrong, however, can lead to disastrous consequences, such as misunderstandings and mistrust and can affect the brand and reputation of both the person and the company.

We offer a one-day and a two-day Communicating Better at Work course, depending on your needs.

Our one-day course covers identifying and using different communication styles to communicate better with different personalities and cultures and good questioning and listening skills. We show you how using the right psychological techniques will help you to create a great first impression, whether you are presenting face-to-face, on the telephone or by writing text and how you can sustain impact, interest and rapport with whoever you are communicating with.

The two-day course covers more detail on communicating and powerfully influencing others at work and we offer more personal, one-to-one help on getting your communications right. We also provide you with more specific tools and techniques to polish up your communication skills so that you can apply these skills straight away and put into practice.

### What others have said about these courses:

*"This course was much better than I expected and certainly well delivered. The content felt much more advanced than the typical communications course and I feel that this extra information will be very useful. Will happily recommend".*

- William Rubens, D-Fine Group

**To find out more about this course or to enquire about prices, training dates and locations, please contact us on **0871 237 6767** or email us at [info@arivu.co.uk](mailto:info@arivu.co.uk)**

[www.arivu.co.uk](http://www.arivu.co.uk)

**Innovative & Impactful Coaching & Consulting Services  
To Transform Your Business**