

## Voyage Comunicar

Thoughts in translation

"Communication works for those who work at it" – John Powell

### About the Program

Communication is made up of more than just the words we use. Our tone of voice, facial expression and body language all play a major role in how we're understood. Effective communication is all about using these elements to enhance our messages. "**Voyage Comunicar**" is a multi-modular program targeting to improve overall communication skills of your employees across all levels and making communication effective.

### Learning Objectives

This program will enable participants to:

- Build self-confidence
- Understand and improve communication skills
- Become aware of cultural differences (with specific reference to US )
- Enhance Business communication with special focus on email writing

### Program Outline

- Session I- Introduction to communication & participant "As is" speech assessment
- Session II- Understand barriers in communication & track progress on learning
- Session III- Understand cultural differences & active listening
- Session IV- Assertive communication
- Session V- Telephone & meeting etiquettes
- Session VI- Introduction to written communication, email writing & Grammar
- Session VII- Email writing, assessment & feedback
- Final speech evaluation

### Duration and Batch Size

8 Sessions of 3 hours each; maximum batch size of 20 participants

### About Us

Potentia aims to bring out the best in people & organizations we work for. Our offerings include OD Consulting, Leadership Development, Inner Transformation & Motivation, Capability Building and Strategic HR. Potentia collective brings together an experience of over 300 person-years. For more details visit [www.potentia.in](http://www.potentia.in).