

Internal Communication:

Don't hear it on the Grapevine

Maximum Participants: 16

Duration: One Day

Timings: 09:30 – 16:30



Mike Phillips Training

Releasing potential through learning and development

Suitable for

All those who need to effectively communicate within their organisation, particularly those with some level of responsibility for their organisation's internal communication.

Aim

To provide a clear set of guidelines for both understanding and implementing an internal communication strategy. You will consider the role of internal communications and techniques for improving this within your organisation.

Learning Outcomes

By the end of the course, you will be able to:

- ⇒ Compare and contrast internal and external communication
- ⇒ Explain the importance of internal communication and its role in the external effectiveness of your organisation
- ⇒ Identify a variety of communication methods and use them effectively
- ⇒ Use interpersonal skills in order to influence people within the organisation
- ⇒ Assess your organisation's internal communications and identify areas for development
- ⇒ Describe the elements of an integrated communication plan

You will also leave the course with:

- A sense of achievement
- A Personal Action Plan to take your learning further
- A toolkit of techniques and practical ideas for releasing your potential

Training Style

All courses are interactive, using diverse participatory, 'brain-friendly' training methods including: exercises; games/quizzes; handouts and workbook; small/large group discussion; skills practice and trainer input.

All courses are accompanied by a **Welcome Pack** (including some essential pre-course activities to prepare for learning) and a **'Bonus Pack'** after the training with additional tools, and follow-up activities to support transfer of learning to the workplace. (*email required)

Other Courses to consider (Visit my website for details of these and other courses)

- ⇒ Assertiveness – An Introduction
- ⇒ Effective Report Writing
- ⇒ Influencing and Persuading Skills
- ⇒ Interpersonal Communication Skills
- ⇒ Managing Change
- ⇒ Motivating Staff for Peak Performance
- ⇒ NLP in the Workplace (2 Days)
- ⇒ Teambuilding – Getting Everyone to Pull in the Same Direction
- ⇒ The Skills of Chairing Meetings



“The day left me with lots to think about – especially how I need to prepare more for internal communication, including team meetings and staff briefings.”

I liked the fact that many of the tools can be used without considerable cost to my organisation.”

Course Participant

Brighton Buddhist Centre



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