



Communication

Effective communication in the workplace is integral to a company's culture and business success.

Whether it's face-to-face verbal communication in the office, or non-verbal communication like a quick email to a customer, getting the right message to the right person can be vital.

Good communication can mitigate conflict and improve engagement among employees. It can also create better relationships, both internally and with customers, that result in a more talented, productive workforce.

The course



The Highfield e-learning Short Course in Communication is designed to help your organisation understand the importance of good communication.

Learners on the course will learn what communication is, the different types of communication and the importance of context in communication. It will equip learners with the tools to identify barriers to communication and how to overcome them. Finally, learners will understand the importance of effective communication in the workplace and the potential consequences of ineffective communication.

Who is it aimed at?



Highfield e-learning's Short Course in Communication is ideal for all levels of employee within a business and as part of the induction process for new employees. The course is also ideal for use as part of the on-programme element of the new apprenticeship standards and can support the knowledge, skills and behaviours apprentices need to effectively integrate into the workplace.

Key details at a glance

Duration:	20 to 40 minutes
Audience:	Ideal for employee inductions, apprentices and employees at any level within the business
Prerequisites:	No prior knowledge needed
Assessment:	Multiple-choice questions
Certificated:	Yes - Highfield Completion Certificate
Demo:	Yes
LMS:	Yes
Compatibility:	Laptop / Desktop PC Internet Explorer 11, Microsoft Edge, Google Chrome, Mozilla Firefox Apple iMacs / Macbooks Safari, Google Chrome, Mozilla Firefox iPads Safari, Google Chrome for tablets Android / Windows based tablets Google Chrome for Tablets, Mozilla Firefox, Microsoft Edge, Internet Explorer 11 <i>NOTE: Enabling JavaScript and a stable broadband connection are required.</i>
Support:	Email: support@highfield.co.uk EU legislation within a UK context, but suitable for international businesses that trade with EU
Localisation:	and will be subject to the legislation.

Try it for free!

Just go to: www.highfieldelearning.com for the demo