

Communication

Who is this course aimed at?

This course is aimed at people who are looking to improve their communication skills

Course Aims

To gain an understanding of good communication techniques and ways to protect information

Learning Outcomes

By the end of this course you will:

- Know why good communication is important
- Be aware of some barriers to communication
- Know different methods of communication
- Understand Active Listening
- Recognise different types of communication
- Understand the importance of maintaining confidentiality
- Be aware of information sharing rules
- Recognise the importance of the protection of information
- Know some documents that contain confidential information

Course available as

E-Learning

Course Length: 22 Mins

Contact Us

For more information, or to book any of our courses, please contact us on 01706 375578