

EFFECTIVE COMMUNICATION

This course covers the following specific outcomes of unit standard 12433:

SO1:	Discuss and explain a range of written and oral communication techniques used in the workplace
SO2:	Lead discussions and chair meetings
SO3:	Generate a variety of workplace reports using various data gathering techniques
SO4:	Deliver presentations

Sections include:

- Written and Oral Communication in the Workplace
- Leading Discussions and Chairing Meetings
- Generating Workplace Reports
- Planning and Delivering Presentations



Director: Carl Miller
Contact: 021-557 3896/082 920 5363
Email: carl@ascending.co.za Website: www.ascending.co.za