

SSG-FUNDED COURSE

EFFECTIVE WORKPLACE COMMUNICATION

COURSE OVERVIEW

This course is a comprehensive course designed to equip learners with the essential skills and knowledge to establish effective communication practices within a professional environment. The course follows a Step-by-Step sequencing instruction, allowing learners to progressively build on their knowledge and abilities throughout the course. By exploring various communication approaches, policies, and guidelines, learners will gain the necessary tools to maintain cohesive and productive relationships in the workplace.

COURSE DETAILS

MODE OF ASSESSMENT:
**Written Assessment,
Case Study and Role Play**

TRAINER-TRAINEE RATIO:
1:20

VENUE:

Day 1: Synchronous Online via Zoom

Day 2: Metropolitan YMCA Singapore, 60 Stevens Road, Singapore 257854

A Statement of Attainment (SOA) by SkillsFuture Singapore (SSG) will be issued upon completion of the course and passing the assessment.

Date:
27 - 28
March 2024
9am - 6pm

Find out
more!

