

# Valuepoint Academy<sup>TM</sup>

Adding value to your life since 1996

An ISO 9001:2008 Certified Institute



# ECS

**'Do you have what it takes to be an Effective Communicator?'**

## Effective Communication

Move ahead in life with

### Effective Communication Skills Course

Communication works for those who work at it!

"The way we communicate with others and with ourselves ultimately determines the quality of our lives"

— Anthony Robbins, Business Advisor

- ❖ Do you want to speak and listen confidently?
- ❖ Do you want to write and read appropriately?
- ❖ Do you want manage relationships and attitudes well?
- ❖ Do you want to set goals and decisions firmly?
- ❖ Do you want to communicate without errors?
- ❖ Do you want to be prepared for the work-place?

### Enroll for the ECS course

To become a confident and articulate communicator!

#### Duration of the course:

43 sessions ( 2 hours each)- 40 training  
+ 3 assessment sessions

#### Objectives of the course:

Confidence building, personality development, improvement of linguistic skills, vocabulary enhancement, overcoming stage-fear & cultivating a positive self-image

"You can have brilliant ideas, but if you can't get them across, your ideas won't get you anywhere"

- Lee Iacocca, former CEO- Chrysler

Communicate to express, not to impress.

Confidence

Success

#### Concepts dealt with

VPA	VPA	VPA
<b>language skills</b>	<b>soft skills</b>	<b>personality development</b>
<ul style="list-style-type: none"><li>• L,S,R,W skills</li><li>• Diction Correction</li><li>• Sentence Structure</li><li>• Common errors in Communication</li><li>• Newspaper Reading</li><li>• Business Communication</li><li>• Vocabulary Building</li></ul>	<ul style="list-style-type: none"><li>• Communication Skills</li><li>• Body Language</li><li>• Listening Skills</li><li>• Telephone Etiquette</li><li>• E-mail Etiquette</li><li>• Presentation Skills</li><li>• Interview Handling Skills</li></ul>	<ul style="list-style-type: none"><li>• Interpersonal skills</li><li>• Attitude Management</li><li>• Time Management</li><li>• Decision Making</li><li>• Goal Setting</li><li>• Art of Conversation</li></ul>

**Methodology:** technology-aided training, error correction, constant feedback, regular assessments, group discussion, activities & games, review and individual attention

#### *Modes of communication have evolved- have you?*

"We are living in a world of instant communication, where actions are initiated and results are obtained within minutes. Valuepoint Academy offers you a comprehensive communication course- the ECS course that will update you in terms of knowledge, skills and attitudes so that you can keep pace with the communication age. "



