

PERSONALITY ENHANCEMENT TRAINING

Effective Communication Skills

Develop clear, confident, and impactful communication skills to succeed in academics, the workplace, and everyday life.

3-Phase Program

Certified Trainers

500+ Students Trained

About the Course

Communication is one of the most valuable skills in today's personal and professional world. No matter how knowledgeable you are, your success depends on how effectively you communicate your ideas, listen to others, and build meaningful relationships.

This course is designed to help students, job seekers, and professionals communicate with clarity, confidence, and purpose — in interviews, presentations, teams, or with clients.

By the end of this course, you'll be able to express yourself clearly, build stronger relationships, and communicate professionally in both personal and workplace environments.

3

PHASES

5 Hrs

CONTENT

Live

INTERACTIVE

Yes

CERTIFICATE

Who Should Join

This course is ideal for students, job seekers, working professionals, entrepreneurs, team leaders, and anyone who wants to improve communication and interpersonal skills. No prior training needed.

What You'll Gain



Improve speaking and
listening skills



Communicate confidently in
professional settings



Build stronger personal and
workplace relationships

Course Structure

Phase 01 · Basics of Effective Communication

This phase introduces the fundamentals of communication and how it creates stronger relationships and better professional outcomes.

WHAT YOU WILL LEARN

- Critical Elements of Effective Communication
- Importance of Face-to-Face Communication
- Handling Conversations Effectively
- Different Communication Styles
- Barriers to Communication
- Listening and Questioning Techniques
- Positive Communication
- Communicating with Impact
- Five Guiding Principles of Communication
- Key Concepts of Communication

OUTCOME

- Understand the fundamentals of communication and improve conversation skills
- Overcome common communication barriers and build speaking confidence

Phase 02 · Structured Communication & Listening Skills

This phase focuses on organizing your thoughts, communicating with purpose, and becoming a better listener.

WHAT YOU WILL LEARN

- Structuring Communication
- Defining Clear Communication Objectives
- Highlighting Key Messages
- Speaking Clearly and Concisely
- Understanding Your Audience
- Rapport Building
- Probing Techniques
- Asking Effective Questions
- Paraphrasing and Summarizing
- Active, Reflective & Passive Listening

OUTCOME

- Organize thoughts before speaking and improve active listening
- Build stronger relationships through better communication

Phase 03 · Advanced Communication & Real-Life Application

This advanced phase prepares you for real-world communication challenges, including confidence, feedback, and difficult conversations.

WHAT YOU WILL LEARN

- Verbal and Non-Verbal Communication
- Speaking Under Pressure
- Assertive vs Aggressive Communication
- Overcoming Communication Barriers
- Communication Process
- Handling Difficult Conversations
- Giving and Receiving Feedback

OUTCOME

- Communicate confidently in real-life situations, interviews, and presentations
- Manage difficult conversations and give constructive feedback professionally

What Students Say

"This course helped me overcome my fear of public speaking. I now communicate with confidence during interviews and presentations."

Aakash Sharma

Engineering Student

"The listening exercises and speaking practice improved my communication skills significantly. I feel much more confident at work now."

Neha Gupta

HR Executive

Frequently Asked Questions

Do I need prior communication training?

No. The course is suitable for beginners as well as professionals who want to enhance their communication abilities.

Is the course practical or theory-based?

The course is highly practical, including speaking activities, group discussions, role plays, and continuous trainer feedback.

How will this course help my career?

Strong communication skills improve interview performance, workplace collaboration, leadership, presentations, and overall professional growth.

Will I receive a certificate?

Yes, participants receive a Certificate of Completion from Groomx Finishing Academy.

Ready to Become a Confident Communicator?

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