

PERSONALITY ENHANCEMENT TRAINING

Listening Skills

Master the art of active listening, improve communication, and build stronger personal and professional relationships.

3-Phase Program

Certified Trainers

500+ Students Trained

About the Course

Listening is one of the most valuable communication skills, yet it is often overlooked. Effective listening is more than simply hearing words — it involves understanding the message, interpreting emotions, and responding thoughtfully.

This course is designed for students, job seekers, and working professionals who want to become more attentive, empathetic, and effective communicators through practical exercises and interactive activities.

By the end of this course, you'll be able to understand others more accurately, respond thoughtfully, and build stronger personal and professional relationships.

3

PHASES

5 Hrs

CONTENT

Live

INTERACTIVE

Yes

CERTIFICATE

Who Should Join

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

What You'll Gain



Improve active and
reflective listening



Build stronger
communication and
relationships



Understand emotions and
respond with confidence

Course Structure

Phase 01 · Basics of Listening & Understanding Communication

This phase introduces the fundamentals of effective listening and how verbal and non-verbal communication influence conversations.

WHAT YOU WILL LEARN

- Verbal and Non-Verbal Communication
- Importance of the First Few Minutes of a Conversation
- Common Listening Mistakes
- Passive Listening Techniques
- Using Eye Contact and Acknowledgement Effectively
- Managing Conversations with Passive Listeners
- Eliminating Unnecessary Fillers and Interruptions
- Building Speaker Confidence Through Active Attention
- Understanding Miscommunication and Poor Judgement

OUTCOME

- Develop strong listening habits and reduce misunderstandings
- Improve communication awareness and build better rapport

Phase 02 · Active & Reflective Listening Skills

This phase focuses on developing active listening techniques and understanding how personal behaviour influences communication.

WHAT YOU WILL LEARN

- Principles of Effective Listening
- Applying Different Listening Styles
- Reflective Listening Techniques
- Active Listening Self-Assessment
- Identifying Listening Barriers
- Managing Internal Distractions
- Understanding the Roles of Speaker and Listener
- Recognizing Personal Communication Styles
- Behavioural Awareness in Conversations
- Improving Listening During Difficult Discussions

OUTCOME

- Become a more active listener and improve empathy
- Strengthen communication and build better relationships

Phase 03 · Advanced Listening & Emotional Awareness

This advanced phase helps you understand the relationship between emotions and listening while communicating effectively during challenging situations.

WHAT YOU WILL LEARN

- Advanced Active Listening Techniques
- Staying Present During Conversations
- Building Respect and Trust
- Listening Beyond Words
- Listening in Brainstorming Sessions
- Managing High-Emotion Conversations
- Emotional Intelligence and Listening
- Understanding Emotional Triggers
- Improving Listening Under Pressure
- Avoiding Judgement and First-Impression Bias

OUTCOME

- Listen with greater focus and emotional intelligence
- Handle difficult conversations calmly and improve collaboration

What Students Say

"I never realized how much I was missing during conversations until I took this course. My listening skills have improved significantly, and my workplace communication is much better."

Riya Sharma

HR Executive

"The practical exercises helped me become more patient and attentive during meetings. I now understand people better before responding."

Aman Verma

Software Engineer

Frequently Asked Questions

Do I need any prior communication training?

No. The course is suitable for beginners as well as professionals looking to improve their listening and interpersonal communication.

Is the course practical or theory-based?

The course emphasizes practical learning through role plays, communication exercises, and continuous trainer feedback.

How will this course help my career?

Strong listening skills improve teamwork, leadership, client communication, conflict resolution, and workplace productivity.

Will I receive a certificate?

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

Ready to Become a Better Listener and Communicator?

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