

Short Course

Business Communication

PURPOSE OF THE PROGRAMME

The purpose of this programme is to equip the learners with the necessary knowledge, skills and attitudes to contribute to social, economic transformation and the upliftment of economic growth within a business environment.

PROGRAMME OUTCOMES

On completion of this programme learners will be able to:

- Conduct communication within a business environment

PROGRAMME OUTLINE

- Introduction to business communication
- Conduct written communication within a business environment
- Conduct verbal communication within a business environment

LEARNING ASSUMED TO BE IN PLACE

Delegates who wish to enroll on this programme should be competent in listening, speaking, reading, writing and presentation skills on NQF level 4.

METHODOLOGY

Training Programme Duration: 2 Days

Assessment: Learners will be formatively assessed in the classroom by means of activities.

Certification: Delegates will receive a certificate of attendance after completion of the programme.

Unit Standard(s):

- 10622 - Conduct communication within a business environment

NQF Level: 5

Credits: 8

TARGET GROUP

- Any person, who works in a business environment, and needs to communicate open and directly to a target audience.

BENEFITS

- Effective verbal and written communication
- Professional business image
- Credits towards a qualification
- Improved opportunities to claim skills grants