



Workplace Communication Training Programs



www.accent-on-training.com



info@accent-on-training.com



010-8853-1287

WELCOME

Build Stronger Teams Through Better Communication

Effective communication is the foundation of a successful workplace. Our training programs help individuals and teams communicate with clarity, confidence, and professionalism.



Stronger
Teamwork



Improved
Performance



Global
Readiness

Our training programs are designed to develop practical communication skills that improve performance, strengthen teams, and support real workplace success.

OUR COURSES

Comprehensive Communication Training in the Workplace



CORE COMMUNICATION SKILLS

Build essential communication skills for daily workplace success.



LEADERSHIP & TEAM DEVELOPMENT

Strengthen leadership communication and team collaboration



GLOBAL & ADVANCED COMMUNICATION

Navigate cultural differences and communicate effectively in global environments.

1

EFFECTIVE WORKPLACE COMMUNICATION

Build clear, confident communication skills to improve teamwork, reduce errors, and enhance performance.

KEY TOPICS

- Communication fundamentals
- Verbal and non-verbal communication
- Active listening techniques
- Giving and receiving feedback
- Avoiding misunderstandings

Duration: 6 – 12 Hours

Delivery: Workshop or Multi-Session



2

BUSINESS COMMUNICATION SKILLS

Develop professional communication skills for meetings, presentations, emails, and business interactions.

- Professional communication standards
- Structuring messages clearly
- Meetings and discussions
- Presentation skills
- Written communication basics

Duration: 8 – 16 Hours

Delivery: Workshop, Course or Corporate Training



3

CONFLICT RESOLUTION & DIFFICULT CONVERSATIONS

Learn how to manage conflict constructively and handle difficult conversations with professionalism.

KEY TOPICS

- Understanding workplace conflict
- Communication styles and triggers
- De-escalation techniques
- Structured conversation frameworks
- Achieving positive outcomes

Duration: 6 – 12 Hours

Delivery: Interactive Workshop (Role-Play)



4

COMMUNICATION ACROSS CULTURES

Improve communication in global environments by understanding cultural differences and adapting your communication style.

- Cultural awareness and differences
- Communication styles across cultures
- Common cross-cultural challenges
- Adapting communication approaches
- Building global relationships

Duration: 6 – 10 Hours

Delivery: Workshop, Seminar or Corporate Training



5

ACTIVE LISTENING & FEEDBACK TECHNIQUES

Enhance listening skills and deliver effective feedback to improve understanding and performance.

KEY TOPICS

- Listening vs. hearing
- Active listening techniques
- Asking effective questions
- Constructive feedback models
- Workplace application

Duration: 8 – 12 Hours

Delivery: Workshop or Skills Session



6

LEADERSHIP COMMUNICATION

Equip leaders with the communication skills needed to motivate teams, provide direction, and manage performance effectively.

- Communication as a leadership tool
- Clarity and direction
- Motivating through communication
- Managing performance conversations
- Building trust and credibility

Duration: 8 – 12 Hours

Delivery: Leadership Workshop or Executive Training



7

TEAM COMMUNICATION & COLLABORATION

Strengthen team dynamics through improved communication, cooperation, and alignment.

KEY TOPICS

- Team communication principles
- Roles and responsibilities
- Collaboration strategies
- Managing miscommunication
- Building team alignment

Duration: 6 – 12 Hours

Delivery: Team Workshop or Training Program



8

PROFESSIONAL EMAIL & BUSINESS WRITING

Improve clarity, tone, and effectiveness in written communication.

- Email structure and clarity
- Tone and professionalism
- Writing for action and response
- Common mistakes to avoid
- Report writing basics

Duration: 4 – 8 Hours

Delivery: Workshop or Online Training



9

PRESENTATION & PUBLIC SPEAKING SKILLS

Build confidence and effectiveness when presenting ideas to teams, clients, and stakeholders.

- Structuring presentations
- Clear messaging
- Delivery techniques
- Managing nerves
- Audience engagement

Duration: 6 – 12 Hours

Delivery: Workshop (Practice-Focused)



10

TECHNICAL COMMUNICATION FOR NON-TECHNICAL AUDIENCES

Learn how to explain technical information clearly to non-technical stakeholders and clients.

- Simplifying complex information
- Audience-focused communication
- Visual and verbal clarity
- Avoiding jargon
- Real-world application

Duration: 6 – 10 Hours

Delivery: Workshop or Industry-Specific Training



DELIVERY OPTIONS

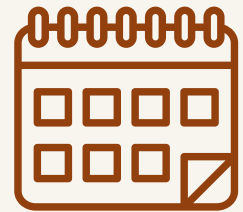
Flexible Training Solutions That Fit Your Needs



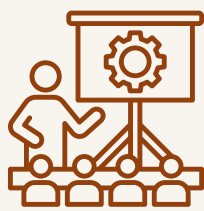
On-Site
Training



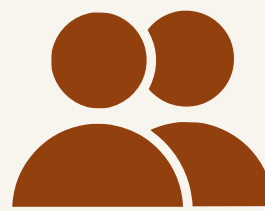
On-Line
Sessions



Multi-Week
Programs



Workshops



1:1
Coaching

All programs can be customized to meet your organization's goals.

READY TO IMPROVE COMMUNICATION IN YOUR WORKPLACE?

Let's Build a Training Program That
Delivers Results

BOOK A FREE CONSULTATION



www.accent-on-training.com



info@accent-on-training.com



010-8853-1287

