

NACC00002

## How to Communicate Effectively in the Workplace - Online



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HELLO THERE, OUR DREAM IS TO HELP YOU **MAKE GREAT HAPPEN**



Student satisfaction

OVERVIEW

### Give yourself the skills to succeed

We will teach you the art of verbal and non-verbal communication. You will learn words and tones, how to structure and format documents to enhance effectiveness, non-verbal factors that play an important part in the total impact of any given message, and how personal space, time, appearance, and body language impact communication.



### LOCATION/S

Online



### DURATION

Online: up to 12 weeks / 1.5 hours

COURSE DETAILS

### Course delivery options

WORKLOAD	LOCATION	DELIVERY
1.5 hours	Online	Online

### Key dates

For key start dates for each location visit the online brochure for this course (under the course details tab).

[tafebrisbane.edu.au/course/10544](http://tafebrisbane.edu.au/course/10544)

### Entry requirements

This short course has no formal entry requirements.

If you're under 17 years of [...more online](#)

### Resources required

You must have access to a personal computer with internet access and relevant software in order to complete the course.

[...more online](#)

COSTS

### What are my payment options

No matter what your circumstances, TAFE Queensland Brisbane has a payment option to suit you. If you are unsure of what's right for you, call us on 1300 712 007. We're here to help.

[...more online](#)



**FULL FEE | \$145**

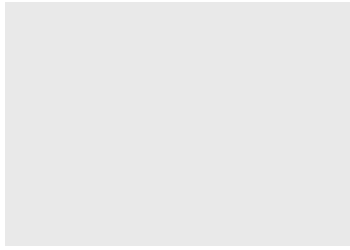
This is the total cost of the course.

**Got a question?**  
[Enquire about your full fee study options](#)

Accurate as at 12 May 2017. For the latest information see:  
[tafebrisbane.edu.au/course/10544](http://tafebrisbane.edu.au/course/10544)

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OUTCOMES

**Outcome**

Statement of Completion

At the successful completion of this course, you should be able to understand and explain:

- words and tones
- how to structure and format documents to enhance effectiveness
- non-verbal factors that play an important part in the total impact of any given message, and
- how personal space, time, dress/appearance, and body language impact communication.

UNITS

**Units**

Succeed effectively in professional and personal interactions when you gain an understanding of both verbal and non-verbal communicating skills. This course is essential for managers, salespeople, and anyone who wishes to improve their communication skills in order to obtain better outcomes.

**Disclaimer**

Not all electives available at all campuses

**ARE YOU READY TO TAKE THE NEXT STEP ON YOUR PATH TO GREAT?**

**Enrol today to secure your spot in this course.**

**HOW TO ENROL**

**Enrol now!**

**You're ready if you've:**

- checked your important dates (under the course details tab)
- checked you meet the entry requirements (under the course details tab)
- checked your course costs and know which payment option is right for you (under the costs tab)
- Read the [student rules](#) and [refund policy](#)

All done? Then you're ready to enrol

**Make your future happen**

**Connect with TAFE on Facebook**



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