

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

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

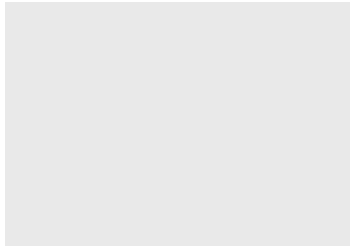
This is the total cost of the course.

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

RTO 0275
CRICOS 03020E





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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