



Course Outline

Internal Communication:

Don't Hear It on The Grapevine

Minimum and Maximum Learners: 06 - 16 Duration: One Day Timings: 10:00 - 16:30

Suitable for

All those who need to effectively communicate within their organisation, particularly those with some level of responsibility for their organisation's internal communication.

Aim

To provide a clear set of guidelines for both understanding and implementing an internal communication strategy. You will consider the role of internal communications and techniques for improving this within your organisation.

Learning Outcomes

By the end of the course, you will be able to:

- ✔ **Compare** and **contrast** internal and external communication.
- ✔ **Explain** the importance of internal communication and its role in the external effectiveness of your organisation.
- ✔ **Identify** a variety of communication methods and use them effectively.
- ✔ **Use** interpersonal skills in order to influence people within the organisation.
- ✔ **Assess** your organisation's internal communications and identify areas for development.
- ✔ **Describe** the elements of an integrated communication plan.

Benefits of Attending

- ✔ Feel confident and ready to put your learning into practice.
- ✔ Take away a practical toolkit with proven techniques and ideas you can use straight away.
- ✔ Create a Personal Action Plan to apply your learning in your workplace.

Training Style

This course is highly interactive and uses engaging, 'brain-friendly' methods such as exercises, quizzes, group discussions, skills practice, storytelling and practical tools to support real-world application.

You'll receive a **Welcome Pack** with pre-course activities, a **Learner Workbook** during training, an **E-Book** on this topic and a **Bonus Pack** afterwards with extra tools and follow-up activities to help you put learning into practice. (*email required)

Other Courses to consider [\(Visit my website for details of these and other courses\)](#)

- ✔ Effective Decision-Making and Problem-Solving – Tools and Techniques
- ✔ Effective Report Writing
- ✔ Influencing and Persuading Skills
- ✔ Interpersonal Communication Skills
- ✔ Making the Most of Meetings I: Skills for those chairing, leading or facilitating meetings
- ✔ Making the Most of Meetings II: Skills for those attending and participating in meetings
- ✔ Managing Change
- ✔ Motivating Staff for Peak Performance
- ✔ Succession Planning
- ✔ Teambuilding – Getting Everyone to Pull in the Same Direction
- ✔ Time Management I: Mindset and Tools for Taking Back Control

