

“EFFECTIVE COMMUNICATIONS SKILLS WORKSHOP”

Practical Workshop to Enhance Clarity in Business Communications

Communicating effectively and getting your ideas across to other people is one of the most important skills for business professionals today.

More and more Korean or foreign managers ask for their staff to communicate clearly, briefly and with logic, either when writing emails, making presentations or when asking and answering questions during meetings.

At the same time, Korean professionals find it difficult to convey complex ideas in a simple way and with clarity. But, most communication problems they encounter are not related to language skills. Instead, they are mainly related to knowing how to present their ideas clearly and give proper structure to their overall messages.

Target

This intensive workshop is intended for busy Korean professionals who possess adequate English skills and who wish to improve their ability to communicate clearly, logically and effectively with expat managers, overseas business partners or colleagues.

Benefits

Companies that have sent staff to this workshop in the past have gained the following benefits:

- Improved personnel communication skills and effectiveness;
- Lessened misunderstandings, which can result in delays or mistakes in project execution or missed opportunities;
- Enhance teamwork, employee morale and performance due to more fluid inter-personal communication.

Session Description

I: Fundamental Elements of Effective Communications

- Applying the 7 Cs of communication in practical daily business situations
- Defining and indicating communication intentions for clarity and to prompt the right action from the receiver
- Supporting statements or conclusions with clear arguments, direct wording, logic or data
- Improving active listening skills
- Applying cross-cultural awareness to bridge communication gaps in multinational organizations
- Using and avoiding key words, expressions and formulas in English for more accurate communication

II: Effective Written Communications

- Applying clear structure to text or documents (i.e. emails, business reports, etc.)
- Using conjunctions, linking words, sentence sequencing and other tools to create logical flows
- Using practical tips for writing more effective emails

III: Effective Spoken Communications

- Developing the ability to ask clear and effective questions
- Knowing how to answer questions briefly and with clarity and precision
- Knowing proper body language to become a better communicator (i.e. for presentations)

Lecturer

This workshop is conducted by Vectis CEO Simon Bureau, who has over 30 years of international business experience. In the past 8 years he has conducted over 300 workshops and lectures for various groups and organizations. He formerly served as Chairman of the Canadian Chamber of Commerce in Korea for 4 years. He is a graduate of Bishop's University and HEC Business School in Canada. Simon has worked a total of 20 years in Seoul, as well as in Montreal, New York City and Washington D.C.

Schedule

Date & time: Tuesday, 13rd March 2018 (13:00 - 18:00, 5 hours)

Location: KGCCI conference room (7th Fl.)

Language: English

Session fee: KRW 250,000 + VAT

Registration: please visit our website [here](#) until 9th March 2018.

For inquiries regarding registration and parking:

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