

“EFFECTIVE COMMUNICATIONS WORKSHOP”

Practical Workshop to Enhance Clarity in Business Communications

Communication plays a fundamental role in all facets of business. It is common knowledge that improving communication skills is closely connected to commercial success. However, surprisingly most of the problems in communication are not related to language skills. Instead, difficulties are linked to explaining business concepts briefly and with clarity and presenting ideas in a logical way. This applies when holding business meetings, writing emails or making business presentations.

Target

This intensive workshop for busy professionals is intended for Koreans who possess adequate English skills and who wish to improve their ability to communicate clearly, logically and effectively with overseas business partners or colleagues. Furthermore, this course will improve your organization, teamwork, employee morale and performance through more effective communication.

While useful English language expressions, words and formulas are presented, this workshop doesn't focus on improving language skills as such.

Session Description

I: Fundamental Elements of Effective Communications

- Practical daily applications of the 7 Cs of communications
- Defining and indicating your communication intentions to gain clarity and prompt the right action from the receiver
- Supporting statements or conclusions with clear arguments, direct wording, reasoning or data
- Improving active listening skills
- Applying basic cross-cultural awareness to bridge communication gaps
- Key words, expressions and formulas in English to use (and to avoid) for clearer and more effective communications

II: Effective Written Communications

- Applying clear structure to text or documents (i.e. business reports, emails, etc.)
- Using conjunctions, linking words, sentence sequencing and other tools to create logical flows in a message or text
- Key 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
- Basic body language tips to become a more effective communicator (i.e. for presentations)

Lecturer

This workshop is conducted by Vectis CEO Simon Bureau, who has 30 years of international business experience. In the past 8 years he has conducted over 250 workshops and lectures for various groups and organizations. He formerly served as Chairman of the Canadian Chamber of Commerce in Korea for 4 years. Furthermore, he is a graduate of Bishop's University and HEC Business School in Canada. Simon has worked a total of 18 years in Seoul, as well as in Montreal, New York City and Washington D.C.

Schedule

Date & time: Thursday, 23 March 2017 (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 until 20th March 2017.

For inquiries regarding registration and parking:

Ms. Hee-Seon Lim / hslim@kgcci.com / Tel.: 02-3780-4601