

Communicating with Impact in Everyday Life

Description

In our professional interactions, the way we communicate is just as important as the content of our messages. Every word, gesture, and act of listening can transform the quality of our relationships. The “Communicating with Impact in Everyday Life” training helps you express your ideas with clarity, confidence, and authenticity. It enables you to better understand your counterparts and adapt your posture to become more effective in all your interactions.

Develop your impact and interpersonal ease

Whether you want to manage meetings more effectively, strengthen your assertiveness, or improve collaboration with colleagues, this course provides practical and immediately applicable tools. You will learn how to structure your messages, manage emotions during challenging conversations, and foster an atmosphere of trust and active listening. The goal is clear: to communicate with impact and build smooth, constructive exchanges.

Course Content

Module 1: Communicate effectively to collaborate successfully

- Analyze your communication preferences and styles
- Understand your audience to tailor your key messages
- Adapt your style to different interlocutors
- Identify your cognitive biases
- Leverage the drivers of interpersonal trust
- Enhance your communication through active listening
- Discover the different types of listening – practical exercise

Module 2: Managing a difficult conversation

- Analyze a complex situation from your own experience
- Manage your emotions and those of others
- Optimize your communication under stress
- Define your intentions and those of your interlocutor
- Build an appropriate communication strategy
- Handle objections and differing interpretations
- Explore causes and co-define solutions
- Conclude a difficult discussion with a clear action plan

Module 3: Increase your impact in meetings

- Define clear objectives for each meeting
- Motivate and engage participants
- Prepare your meetings effectively
- Use facilitation techniques for in-person and remote meetings
- Leverage interactive tools appropriately
- Manage note-taking and ensure follow-up
- Develop an individual action plan

Lab / Exercises

- This course includes hands-on exercises designed to reinforce your knowledge and apply your skills in real-world professional scenarios.

Documentation

- Digital course materials included

Participant profiles

- Anyone wishing to improve their oral communication in the workplace
- Professionals who interact with colleagues, clients, or partners
- Team members looking to gain impact, confidence, and clarity in their communication
- Managers, leaders, or supervisors aiming to strengthen their ability to engage and persuade

Prerequisites

- None

Objectives

- Identify your strengths and areas for improvement in various situations.
- Adapt your messages and posture to different types of interlocutors and contexts.
- Develop your ability to capture attention and structure your ideas clearly.
- Strengthen your assertiveness to express yourself with confidence and respect.
- Apply techniques to foster constructive and smooth communication.

Description

Training to Communicate with Impact in Everyday Life

Niveau

Fondamental

Classroom Registration Price (CHF)

1500

Virtual Classroom Registration Price (CHF)

1500

Duration (in Days)

2

Reference

COM-CIQ