



Effective Communication Staff Training Week

3-7 July 2023

5-Day Programme*

Day 1

10:00 – 10:30:

Registration

10:30 - 11:30

Introduction of the trainer, the participants and their organizations. Key factors which influence our communication. Why do we misunderstand each other sometimes?

11:30 – 11:45

COFFEE BREAK

11:45 – 13:00

In-class activity: Communication as part of an organisation's culture. Analysis of the communication culture of our organizations.

Individual work: Video: Communication patterns

Day 2

9:00 – 10:30

Introduction to an internationally recognised communication and personality model.

10:30 – 10:45 COFFEE BREAK

10:45 – 13:00

In-class activity: How can we apply the communication and personality model in better teamwork, conflict-management and employee selection?

14:00 – 16:00

Sightseeing tour in Budapest





Day 3

9:00 – 10:30

Introduction to coaching techniques. How can I support other people through my communication (i.e. colleagues, students, etc.)

10:30 – 10:45 COFFEE BREAK

10:45 – 13:00

Practice of the newly acquired coaching techniques.

14:00 – 15:30

Individual work: Video: How can communication improve the relationship?

Day 4

9:00 – 10:30

Cross-cultural communication. Cultural aspects that influence the verbal and body language of different nations.

10:30 – 10:45 COFFEE BREAK

10:45 – 13:00

In-class activity: Application of cross-cultural communication and how we can use it in cross-cultural negotiations.

Day 5

9:00 – 10:30

In-class activity: How can I be more powerful with my communication? How can I enhance communication in the organisation? Discussion of communication culture change management plans.

10:30 – 10:45 COFFEE BREAK

10:45 – 13:00

Course Review. By the end of the course, the participants will have done a communication culture change plan referring to their organisation.

Feedback and Closure

*The organizer reserves the right to change or amend the program.

