



NATIONAL INSTITUTE FOR PRODUCTIVITY

EFFECTIVE COMMUNICATION SKILLS COURSE



Course Objective

To impart participants with effective communications techniques which will enable them to communicate properly.

Target Participants

All those interested in being good communicators.

Key Topics

Meaning and significance of effective communication; Communication process; Methods of effecting communication; Responding to instructions; Dimensions of communication; Inter-personal communication; Communication barriers; Speaking and listening skills and Public relations.

Learning Outcome

At the end of this course participants are expected to be able to communicate effectively and minimize the communication barriers within and outside the organization resulting to good organization image and maintaining interpersonal relations.

Training Methodology

A combination of class-room lectures, hands-on-practice sessions, video shows, case studies, work groups assignments and presentations.

Medium of Instruction

English

Dates

Group	Start	Finish
One	30 September, 2019	04 October, 2019
Two	20 April, 2020	24 April, 2020

Venue

Morogoro – Tushikamane Centre

Duration

1 week

Fee and Mode of Payment

The fee: Tshs. **875,000/=** must be PAID IN ADVANCE to National Institute for Productivity through CRDB Bank, Account Number 01J1042999200, Tower Branch; otherwise the nominee will not be allowed to join the course.

Note:

Please take note that hotel accommodation, meals, travel and out of pocket expenses will be borne by the sponsoring organization. The fee covers only tuition, courseware and light refreshments during morning breaks and administrative expenses. Contact NIP office before reporting to the training venue.

Our Contacts

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