



EFFECTIVE COMMUNICATION TECHNIQUES

This course is intended for all persons who need to use communication techniques effectively. The skills, values and knowledge reflected in this course are required by people in the field of manufacturing and engineering. Qualifying Students can demonstrate an understanding of a range of oral and written communication techniques. They are able to effectively use these techniques as required during the course of their work in a supervisory and/or senior technical capacity in an organisation.

The Student would gain competencies from this course to be capable of:

- Discuss and explain a range of written and oral communication techniques used in the workplace and applicable communication theory
- Lead discussions and chair meetings
- Generate a variety of workplace reports using various data gathering techniques
- Deliver presentations