

Communication in the Workplace Course

Online Services

FREE ONLINE FACILITATED COMMUNICATION IN THE WORKPLACE COURSE



Interactive online course designed for people interested in learning how to communicate in the Canadian Workplace.

LEARN HOW TO:

- Communicate effectively with your manager
- Communicate with peers in a team situation
- Avoid conflict and practice good conflict resolution skills
- Recognize the cues related to non-verbal communication and body language
- Understand protocols and procedures for participating in meetings
- Present ideas
- Communicate professionally in writing
- Negotiate, persuade and present your opinion
- Improve your listening skills to avoid misunderstanding

TWO WEEKS OF ONLINE STUDY

- Network with other course participants
- Share ideas and experiences
- Talk to experienced facilitators
- Practice the skills you learn
- Study any time of the day

A CERTIFICATE OF COMPLETION IS AWARDED UPON SUCCESSFUL COMPLETION OF AT LEAST 75% OF THE COURSE

Services are provided at no cost.



ALL COURSES AND WORKSHOPS ARE ACCESSIBLE 24/7 FROM ANY COMPUTER WITH INTERNET ACCESS

ASK QUESTIONS AND DISCUSS EMPLOYMENT TOPICS WITH OUR EXPERIENCED EMPLOYMENT FACILITATORS

EXPLORE TOPICS ON COSTI'S PASSWORD-PROTECTED SECURE PLATFORM

FOR MORE INFORMATION, PLEASE VISIT US AT
www.costi.org/onlineservices

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