

Soft Skills: Workplace Communication

Course Description

Soft Skills: Workplace Communication offers you the opportunity to learn about two key types of workplace communication: presentations and meetings. In this course, you will learn how to plan and deliver a successful presentation and actively take part in meetings both as a leader and participant.

Method of Instruction

Facilitated online asynchronous

Course Topics



Unit 1: Presentations

In Canada, it is not uncommon to have to give a presentation in the workplace. Being able to give a successful presentation is a very valuable skill to have.

This unit will show you how to outline, organize and write a successful presentation.



Unit 2: Meetings

Meetings are a regular occurrence in many businesses. They are used to convey information, brainstorm ideas and develop strategies towards success.

Of course, proper communication within a work meeting requires professionalism and courtesy.