

ONE PAGE TRAINING COURSE OUTLINE

Program Title	Communication for Leaders
Overview (Brief introduction of the topic)	As mid-level leaders, Senior Managers and Assistant Senior Managers play a critical role in translating organizational direction into daily actions. However, many capable managers struggle not because of lack of expertise, but due to communication gaps that lead to misunderstanding, resistance, and misalignment. This program is designed to help mid-managers communicate with clarity, confidence, and impact. Participants will gain practical insights into how communication shapes leadership presence, team motivation, and performance outcomes. Through guided reflection, hands-on practice, and real workplace scenarios, leaders will learn how to listen actively, express expectations clearly, manage difficult conversations, and build trust. This one-day experiential program equips leaders with tools they can immediately apply to strengthen relationships, enhance resilience, and lead teams more effectively.
Program Objectives	This program is designed to strengthen Mid-Managerial leaders' communication capabilities through practical frameworks and leadership communication tools to improve message clarity, influence, and engagement so that teams can perform with alignment, trust, and confidence.
Expected Outcomes	By end of the session, the participants will be able to: <ul style="list-style-type: none"> - Explain key principles of effective leadership communication. - Apply structured communication techniques in daily leadership interactions. - Demonstrate active listening and questioning skills to improve understanding. - Adapt communication styles to different team members and situations. - Construct a personal leadership communication action plan.
Business Results	Improved communication effectiveness with an expected 20–30% increase in team clarity, engagement, and reduced communication errors within 60–90 days by applying structured leadership communication practices.
Duration (days)	1 DAY (9.00 – 5.00PM)
Target Participants (Position / Level)	This program is suitable for: -Mid-Managerial (SM / ASM)
Course Content (With submodules)	Module 1: Foundations of Leadership Communication <ul style="list-style-type: none"> • Role of communication in leadership effectiveness • Common communication breakdowns at managerial level • Mindset of intentional communication

	<ul style="list-style-type: none"> • Activity: Communication self-assessment (Understand) <p>Module 2: Clarity in Message Delivery</p> <ul style="list-style-type: none"> • Structuring clear and concise messages • Aligning intent, tone, and body language • Avoiding assumptions and ambiguity <ul style="list-style-type: none"> • Activity: Message structuring exercise (Apply) <p>Module 3: Active Listening & Powerful Questioning</p> <ul style="list-style-type: none"> • Levels of listening in leadership • Asking effective questions for clarity • Managing emotions during conversations <ul style="list-style-type: none"> • Activity: Listening role-play practice (Analyze) <p>Module 4: Adaptive Communication & Influencing Skills</p> <ul style="list-style-type: none"> • Understanding different communication styles • Adapting approach to team members • Influencing without authority <ul style="list-style-type: none"> • Activity: Leadership communication case study (Evaluate) <p>Module 5: Handling Difficult Conversations & Communication Resilience</p> <ul style="list-style-type: none"> • Giving feedback with confidence and empathy • Managing resistance and conflict • Building personal communication resilience <ul style="list-style-type: none"> • Activity: Personal communication action plan (Create)
Training Methodologies	<p>Venessa’s training methodologies for this one (1) day program are designed to ensure the program is interactive, practical, and impactful for the participants debrief and apply in their work field. The following blended online training methodologies will be applied:</p> <ul style="list-style-type: none"> - Interactive discussions - Role-plays and simulations - Case studies - Reflection exercises - Leadership self-assessments - Guided action planning

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