

Practical Business Communications Technology!

A one day practical business skills course in Business Communications & Technology

Who is this course for?

Any SMB owner/director or Business Decision Maker that wants to get the most from their Business by looking at the way they do Business!

Course Outline

Got a plan, got a phone, got a pc, got a business? Are your business tools working for you as hard as you'd expect employees to? Every day business technology is helping businesses communicate more effectively, saving time and money. The way you communicate and use business communications tools can really make the difference between business survival and success.

This is a one-day jargon-busting, practical seminar aimed specifically at the Small and Medium Enterprise on how to use "what you say, how you say it and what you say it with!" to enhance your business.

We identify the links between phones, computers, networks, mobiles, software applications, etc. and delivering true business benefit. Exploding myths and jargon that can potentially make technology an expensive luxury rather than a valuable tool.

This seminar will help you understand the power of what we call business communications technology, identify the top 10 Business Communication Strategy "must do's" and create a plan for delivering cost reduction, improved business efficiencies and even potential revenue generation.

Agenda

- **Understanding Conversation & Communication**
Exploring the differences and looking at, examples of good and bad communication and the benefits of effective Communication.
- **Communication in Business**
Looks at how Businesses communicate and the use of Branding and other techniques to "get your message across" including the top ten tips to forming your very own Communications Strategy.
- **Mission Critical Fundamentals**
A practical guide to the use of technology in business and what you should be looking for when planning a business communications technology strategy!
- **Jargon-busting**
A de-mystifying of common techno-babble phrases!
- **Business Benefits**
General business & specific industry rewards including real-life examples of successful Business Technology Communication strategies.
- **Summary**
Q&A and Close