

# General Communication Skills

This course package covers all communication strategies needed for both social and work situations. Looking to get a promotion? To improve your communication with colleagues? To avoid conflict via misunderstandings? To make a great first impression? To make new friends? To break out of your shell? To sound more articulate? To speak with greater clarity; making your point with charisma and precision?

Then this course is for you.

## What will be covered

- Social, or professional networking strategies
- Clear Communication: concise & articulate
- Assertiveness training
- Confidence Building
- Self mastery: emotional control & anxiety
- Interview skills
- Nonverbal mastery: presence, gestures, posture
- Adaptive strategies: put on the spot, under pressure, conflict resolution
- Q&A and improvised answers

## Timeframe & Lesson Info

**12 x 1 hour lessons, 1 x week, for 3 months.**

With an additional 1 month grace period to use up all lessons to cater to rescheduling; conflicting schedule or illness.

\*Alternative arrangement: lesson schedule is also possible 2 x week, or every fortnight to cater to your needs, in which case a new time frame to use up the lessons is set.

## Cancellation policy

The course runs for 3 months with 1 month extra to make room for busy periods or unexpected situations. You will have 4 weeks extra to cover any missed lessons ( 4 months in total).

Beyond the 4 months, any remaining lessons are nulled.

## Lesson Package & Cost

- 12 x 1 hour lessons
- Lesson materials and handouts
- Discount for ongoing lessons with me
- Total cost = **\$720 USD**

\*Once the course is completed, students are offered a discounted rate to continue learning on a regular or casual basis.

Get in touch for full course breakdown by module via [jovanami.coach@gmail.com](mailto:jovanami.coach@gmail.com)