



# Communication

## Who is this course aimed at?

This course is aimed at people who are looking to improve their communication skills

## Course Aims

To gain an understanding of good communication techniques and ways to protect information

## Learning Outcomes

By the end of this course you will:

- Know why good communication is important
- Be aware of some barriers to communication
- Know different methods of communication
- Understand Active Listening
- Recognise different types of communication
- Understand the importance of maintaining confidentiality
- Be aware of information sharing rules
- Recognise the importance of the protection of information
- Know some documents that contain confidential information

## Course available as

### E-Learning

**Course Length:** 22 Mins

## Contact Us

For more information, or to book any of our courses, please contact us on 01706 375578