



持續教育學院
School of Continuing Studies
Effective, Clear & Focused Communication Skills
(有效、清晰及明確的溝通技巧)

Course Introduction 課程簡介

All of us would like to think we communicate well, but in reality, few people can truly communicate effectively. Knowing how to communicate well requires us to truly understand the communication process and potential barriers within the process so that we know how to avoid pitfalls. Learning fundamental key skills such as active listening, framing the right questions, choosing appropriate words, interpreting body language, and having the right attitude of being willing, open, honest and accepting are crucial to effective communication.. Such fundamental skills appear simple, but are often overlooked.

Often, many people complain about the lack of communication within the team, and our peers, bosses, including ourselves complain about the lack of time to communicate. And the vicious circle goes on.

This program is designed to break the vicious circle and provides methods of effective communication that are clear, focused and time saving. We should be able to keep in touch and be ‘in the loop’ without wasting unnecessary time.

Learning Objectives 教學目標

At the end of the workshop, participants will be able to:

- Recall potential barriers at each point of the communication and take actions to avoid barriers
- Plan and use Pyramid method to structure communication
- Acquire skills and techniques for active listening, reframing questions and adopting the right mindset
- Practice effective, clear, focused communication that saves time
- Break the vicious circle of not communicating due to the lack of time

Course Outline 課程大綱

Communication Process and Barriers

- What is Effective Communication?
- How Does the Communication Process Work?
- Barriers between Listener and Speaker

Active Listening Skills

- Levels of Listening
- Listening: The Forgotten Skill
- Getting Others to Listen to You

Reinforcing Effective Communication

- Adopting the Right Attitude
- Communication Planning
- What, How, and When of Communication
- Choice and the Use of Words
- Interpreting Body Language
- Interpreting the Message Within Context
- Demonstrate Effective Communication -“What Would You Say?”
- Creating a Channel for Communication
- Guidelines, “Do’s” and “Don’ts” of Effective Communication

Reporting to Your Boss Using Effective, Clear and Focused Communication

- Pyramid Structure of “How to Present” in a Short and Focused Manner
- How to Plan Focused Communication
- Demonstrate with Examples
- Skills Practices with Cases in order to Internalise
- Role Play: Feedback from Colleagues and Program Coach

Target Audience 對象

Managers, Supervisors, Executives, Technical Staff, Anyone interested in self-development.

經理、主管、行政人員、技術人員或任何有興趣提升個人發展的人士。

Instructor 導師簡介

Weelan HO 何慧蘭 小姐
Principal and Director of PGA Consulting Limited
Director of Ascent Global Services Pty Ltd (Australia)
Accredited Myers-Briggs Facilitator
Certified Trainer



About Weelan Ho

Weelan graduated from the University of London with BSc (Econ), and a Master degree in Business Analysis with the University of Lancaster in England. She has always worked internationally, bringing with her 20+years of experience helping clients improve organisational productivity, efficiency, quality, service and bottom-line results through consulting, training, coaching and organisation development

Weelan works closely with all levels of management as they are the pillars of the organisation. Her in-depth knowledge of operations, processes, human performance, and behaviours makes her uniquely suitable to be a good coach and effective facilitator.

Currently, as the Principal for PGA Consulting Limited, she works with a variety of clients including multinationals, SMEs, family-owned enterprises (FOE) across Asia Pacific in multiple industries, as well as collaborating with institutes such as the Hong Kong Management Association, in addition to conducting open training programs for PGA Consulting Limited.

Weelan writes articles relating to leadership, change management, talent management, customer service, learning and personal development that are published in T/Dialogue and E-news for the Hong Kong Institute of Accredited Accounting Technicians (HKIAAT). She reads, writes and speaks a few languages including English, Cantonese, Putonghua and the Malay Language in addition to speaking other Chinese dialects.

Medium of Instruction 授課語言

English and Supplemented with Cantonese and Putonghua depending on the needs, requirements and preference of the participants. Course material will be in English unless specifically requested for customized in-house training. 英文輔以中文及普通話教學; 視乎學員或課程的需要。而教材將採用英文教學; 內部培訓要求除外。

Venue 上課地點 Alameda Dr. Carlos D Assumpção 335-341, Hotline Centre, 10/F, Macau
澳門新口岸宋玉生廣場 335-341 號獲多利中心 10 樓

Course date & time 上課日期

7 Sept, 2013	Sat 09:30 to 18:00	(Total hrs: 7.5)
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Tuition Fee 課程費用 MOP 2,200

Class Size 收生名額 15 people

All fees are non-refundable and non-transferable. (The school has full right to withdraw any course anytime). Therefore, student is advised to consider carefully about the course time and personal situations before application. 所有費用一經繳交, 恕不退還或轉讓 (本院取消開辦該課程除外)。因此, 報讀者於報名前, 請考慮清楚上課時間及視乎個人具體情況而決定報讀與否。

Enquiries 查詢 Tel: 8796 1999 / 8796 1998 Email: scs@must.edu.mo

Website: <http://www.must.edu.mo/scs-tw/admission/diploma-certificate-programs/news>

The School of Continuing Studies develops life-long learning opportunities. Should you wish to receive information on our programs / courses, please send us an email (to scs@must.edu.mo) stating your email address in your email and “Join the mailing list” in the Subject line.

持續教育學院致力開拓終身學習機會, 如欲收到本學院之課程資料, 可發電郵至 scs@must.edu.mo, 並提供閣下之電郵地址, 標題主旨為 “加入通知群組”。

We also offer in-house training for corporations/Government Departments/schools, tailor-made with respect to your choices of topics, time, place, and group of attendees. Please contact us for more information.

我們亦為機構/政府部門/學校等提供內部培訓, 按各機構不同之要求(主題/時間/地點/對象)而訂定培訓內容。請與我們聯絡。