



# Team Talk: Communicating Effectively at Work

**Giving you 24/7 global access to industry-leading communication training, our online courses, delivered by linguistics academics, connect you to the most up-to-date developments in professional communication. This flexible learning opportunity is perfectly suited to fit around today's busy work schedules, specifically designed to be adapted to your workplace, wherever you are in the world.**

In this practical course you will have the opportunity to explore the crucial role played by communication in fostering good relationships at work and in achieving your goals. Through real-life examples from a wide range of professional settings, you will be equipped with a good working knowledge of the different communicative strategies used in communicating effective team dynamics. With compelling case studies, self-reflective work and engaging content, you will be asked to consider the crucial role played by workplace culture in creating effective and efficient teams.

This course is geared towards anyone who leads teams or seeks to enhance their workplace effectiveness as part of a team of any size. If you are looking to develop these practical skills and successfully apply them at work, this course is for you.





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## Course structure

Our online CPD courses are designed to run for a total of three weeks, which is comprised of three to four hours per week of study (10 hours of flexible study in total).

## Teaching

Students are taught using the latest advances in teaching methods and electronic resources. Principal features of our CPD programmes include:

- online discussion groups
- online one-to-one tuition with members of staff
- teaching informed by active researchers
- access to a variety of online resources
- flexible course content

## Entry requirements

What makes our CPD courses different is that all our modules are accredited with each counting for 10 credits of a postgraduate qualification. This means you could use these modules to build towards a PGCert, PGDip or even an MA.\*

## Fees and funding

The fee for this online course is £349.99 with discounts available for previous clients of Linguistic Profiling for Professionals, Alumni of the University of Nottingham and FutureLearn participants.

For more information and a complete list of prices please visit:  
[www.nottingham.ac.uk/lipp/online-cpd-courses](http://www.nottingham.ac.uk/lipp/online-cpd-courses)

To find out more about this course, follow the link using the QR code below:



## Learning Outcomes

### Knowledge and understanding:

- you will learn about the different strategies involved in effective team communication
- you will develop understanding of the essential role played by workplace culture on team dynamics
- you will gain knowledge of different approaches to analysing how people communicate effectively at work in teams

### Professional and practical skills:

- you will be able to carry out practical tasks to check your developing knowledge and understanding
- you will learn to analyse how you and other professionals communicate in team settings
- you will develop the ability to apply strategies learned in the course in a variety of team-based activities

### Transferable skills:

- you will develop the ability to communicate effectively through different media
- you will develop skills to evaluate your own communicative abilities and those of your colleagues, informed by cutting-edge research
- you will gain the ability to demonstrate self-direction in tackling and solving real-life team-based problems

### Intellectual skills:

- you will acquire a comprehensive working knowledge of how team-based workplace communication works systematically and process it effectively
- you will develop the ability to undertake analysis of communication independently and relate this to your own communicative practices and those of your team
- you will be able to demonstrate the ability to understand the strengths and weaknesses of your own communicative behaviour

## How to apply

Follow the QR code to find out more and apply.

## Enquiries

For further information please contact:

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\*There are no formal entry requirements for our online CPD courses, however you should possess a good command of the English language and be ready to think critically about language and communication. If you wish to use your CPD course for accredited prior learning for an MA, PGCert or PGDip, please note that entry requirements will apply.

The University of Nottingham has made every effort to ensure that the information in this flyer was accurate when published. Please note, however, that the nature of the content means that it is subject to change from time to time, and you should therefore consider the information to be guiding rather than definitive.

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