StaffCPD | Affordable CPD for All

# Communication Skills in Business

**ATHE Level 4 qualification**

| LEVEL | DURATION | ASSESSMENT | STUDY MODE | AWARDING BODY |
|---|---|---|---|---|
| **Level 4** | **4–6 Weeks** | **Assignment** | **Online / Distance** | **ATHE** |

## COURSE OVERVIEW

The aims are to develop knowledge and understanding of the communication practices within organisations and learners are introduced to the different modes and channels of communication used in organisations. In addition, learners will be able to develop their communication skills. Learners will also apply their own communication skills to typical organisational requirements.

## WHAT YOU WILL LEARN

- Understand how internal communication takes place within organisations
- Understand how organisations communicate with customers
- Understand the factors that impact on the effectiveness of communications in business
- Can present oral information effectively
- Can communicate effectively in writing

## ENTRY REQUIREMENTS

- There are no previous qualifications or experience required for enrolment.
- Available to all learners aged 18 or over, from all academic backgrounds.
- Basic understanding of English language is required to attend this course.
- You'll need a smart device (PC/Mac/Tablet) with an internet connection.

## CAREER AND PROGRESSION

This course equips you for roles such as Business Communications Specialist, Corporate Trainer, Customer Service Manager, or Public Relations Officer, or further study in Business Communication.

## ASSESSMENT & CERTIFICATION

All units within this qualification are internally assessed via assignments and externally verified by awarding organization (ATHE Ltd). There are no examinations in this course. This is an ATHE qualification. On successful completion your certificate is issued by ATHE through ATHE-approved centre 889.

## Course Fee: £250

100% online | Instant access on purchase | 12 months' access

**BUY NOW**
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