



Advanced Technical Communication & Writing Skills

Course Objectives

- Provide clear guidance on the appropriate way to communicate within the company with employees on HR-related matters, including relevant communications standards and information dissemination programmes.
- Activating communications to raise the level of employee engagement, which in turn promotes better performance, employee preservation and safety.
- Ensuring that the right message reaches the right audience in the right way.
- Understand the internal communication process.
- Know the skills of listening and asking questions.
- Understand how to communicate nonverbally.
- Check out some practical workshops
- Outline

Course Outline:

communication skills:

- communication skills.
- Communication between people.
- Your role is to ensure clear communication methods between team members.
- How a problem occurs in team communication and how to fix it.

Communications standards:

- Communicate through a unified channel.
- Developing internal communications and sharing them from one unified party.

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المؤسسة العامة للتدريب التقني والمهني
Technical and Vocational Training Corporation

Certificate No. 224576305341812

- Strategic alignment, and messages consistent with the company's strategic vision, mission, values and ethics

Diversity of communication:

- Adopting a set of communication forces to suit the message addressed to the target audience.
- Participation of relevant stakeholders and raising awareness of different concepts.
- Achieve alignment in the internal communications cycle among a wide range of relevant stakeholders and the public.
- Mutual communication, creating and implementing communication channels to provide the target audience with an opportunity to interact and provide feedback in an easy and simple way.
- Establish and monitor internal communications standards.
- Establish standards for policy writing, governance, production and communications

Types of information:

- Strategic messages.
- Awareness and strengthening support on issues of strategic importance.
- Messages addressed to employees. These messages are sent to a specific group of employees and are usually separated from the rest of the employees by department/department.
- Media messages: These notifications are sent to all employees or a specific group of them.
- Changes to policies at the company level

Internal employee communications:

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- Conduct internal communications in a clear manner to ensure consistency and effective communication with management and employees to support ongoing operational activities.
- Maintain consistent dissemination of internal communications standards throughout the company.
- Coordinating communications between various departments in order to achieve cohesion and efficiency.
- Determine communication channels and the content of information to be conveyed.
- Establishing standards and means of communication for organizational policies and procedures.
- Prepare, review, and monitor all information directed to management and employees.