

Communication Skills Basics

GoSkills online course syllabus

Skill level

Beginner

Lessons

40

Accredited by

CPD

Pre-requisites

No prior experience needed

Video duration

2h 44m

Estimated study time

9h

Instructor

TJ Walker

Introduction

1

Introduction to Communication Skills Basics

Welcome from the instructor, TJ Walker

Communication Fundamentals

2

Quick Wins! The High Tech Way to Perfect Communication

Use your phone to record yourself and get the feedback you need to deliver messages effectively.

3

Listening is Key

Listening is the key to becoming a better communicator - here's why.

4

Good News! The Problems We Think We Have Aren't Real

Many of our preconceived notions of what makes a great communicator don't match up with reality.

5

Communications Skills are the Most Important Skills for Success but are the Least Taught

Verbal and non-verbal communication aren't taught in schools but can be a key factor for your success.

6

Direct vs. Indirect Communication

Being direct isn't always the most successful way to communicate or influence.

7

You Are Normal to Fear Communicating In Some Circumstances

Fear of public speaking is perfectly natural.

8

The Power of the Positive

Bad news causes many people to shut down, so it's helpful to start any communication with something good.

9

Debunking the Myth of Charisma

You don't need charisma to be a great communicator.

10

Never Fall for These Communication Gimmicks Again!

If you want to be a great communicator, don't use gimmicks to mask your problems.

How to Introduce Yourself and Make a Great First Impression

11

Introduction to How to Introduce Yourself

Introducing yourself seems simple, but you can make your introduction memorable with preparation and practice.

12

What NOT to Do

Most people make a series of mistakes when introducing themselves and will most likely be forgotten when they're done.

13

How to Introduce Yourself The Right Way

What is your hook, and how can people connect with you in an easy, non-threatening way?

14

First Video Rehearsal

The only way to be supremely confident when introducing yourself is to record yourself on video and evaluate.

15

Friend Feedback

Will a friend notice the "hook" of your introduction? What do they like or dislike about your 30 second video?

16

Conclusion to How to Introduce Yourself

Give people a reason to remember you or talk to you. What you reference in your introduction can start a conversation, which can lead to more.

Improve Your Voice

17

How to Improve Your Voice Introduction

There is no "perfect" voice, and many people succeed with traditionally flawed voices because they offer something unique.

18 **Improve Your Voice by Recording Your Voice**
Most people don't prefer the sound of their own voice, but recording it is key to improving it.

19 **Diagnosis of Your Own Voice and Feedback from Others**
What don't you like about your voice? Compare your list to honest feedback from people you trust.

20 **Defining Your Exact Problems**
There are three kinds of feedback you can get from colleagues regarding your voice.

21 **Listen to Natural Conversation**
Listening to a recording of your natural conversation can reveal interesting ways in which you speak well about a subject you're passionate about.

22 **Practice Again and Record**
Most people have perfectly good voices when they talk like to do in normal conversation and practice their material before delivering it.

23 **Don't Lower Your Voice**
Unnaturally lowering your voice to try and sound authoritative will have the opposite effect.

24 **Practice on Video**
Confidence is the key to a strong voice and effective talk, and practice will significantly raise your confidence level.

25 **How to Improve Your Voice Conclusion**
Practicing on video is usually more effective than vocal exercises or other techniques.

Eliminate Verbal Tics

26 **Master the Quickest, Easiest Way to Eliminate Verbal Tics**
Here's a quick way to eliminate verbal tics right now.

27 **Good Communication is Better Than Perfection**
Our goal should be good communication, not perfect communication. So, focus on communicating ideas instead of preventing errors.

28 **Appear More Confident By Using Smaller Words**
Speakers often try to sound smarter by using big words or specific phrases, but this is counterintuitive to good communication.

- 29** **Avoid the Data Dump with This Memory Cheat**
Narrow your messages down and use a cheat sheet to help yourself remember important points instead of relying on your memory.
- 30** **The Number 1 Tip for Eliminating Nerves**
Record yourself practicing an important talk to vastly improve your delivery and speech.
- 31** **Eliminating the Source of Your Speaking Discomfort Once and For All**
Outside perspective can greatly improve your performance, but your biggest problem may be a bad, ill-prepared speech.

Improve Your Presentations and Speeches

- 32** **Avoiding The Initial Wrong Turn Most Speakers and Presenters Make**
The starting point for every presentation and speech should be answering this question: What do you want your audience to do?
- 33** **Developing Expert Judgment for Your Public Speaking and Presenting Opportunities**
What does your audience need to know? Focus on 5 (or fewer) important messages for your audience.
- 34** **The Radical Yet Simple Solution To Finding Great Messages**
If you want to know what's most helpful for your audience, ask them.
- 35** **Your Stories Will Make Your Ideas Unforgettable**
The biggest difference between great communicators and everyone else is how they use stories to illustrate their key points.
- 36** **Your PowerPoint Will Create Engagement, Not Slumber**
Consider these rules to make your points come alive - and not bore your audience - during a presentation.
- 37** **Building an Ethical Cheat Sheet Just for You**
Prepare a plan and help yourself remember all your important points with a cheat sheet.
- 38** **This Is The Do Or Die Moment For Your Speaking Improvement**
The best way to be confident when you speak is to practice - on video - until you love it.
- 39** **There Is a Perfect Test for Your Speech Or Presentation**
Test your presentation video by asking friends and colleagues what stood out the most.

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