

# BUSINESS COMMUNICATION CERTIFICATION

As per International Standards



## UNICHROME

# Unichrone Training **Advantages**

- ✓ 1 Day Interactive Instructor-led Online/Classroom or Group Training
- ✓ Course study materials designed by subject matter experts
- ✓ Mock Tests to prepare in a best way
- ✓ Highly qualified, expert & accredited trainers with vast experience
- ✓ Enrich with Industry best practices and case studies and present trends
- ✓ Business Communication Training Course adhered with International Standards
- ✓ End-to-end support via phone, mail, and chat
- ✓ Convenient Weekday/weekend Business Communication Training Course schedule



# About Unichrone

✓ We are a professional training institute with an extensive portfolio of professional certification courses. Our training programs are meant for those who want to expand their horizons by acquiring professional certifications across the spectrum. We train small- and medium-sized organizations all around the world, including in USA, Canada, Australia, UK, Ireland and Germany.



Guaranteed Quality



Handpicked Trainers



Global Presence



Online Training Option

**We've trained professionals across global companies**


## Importance of Business Communication Training

- ✓ Business Communication Certification attests to a candidate's proficiency in professional communication. It improves their ability to communicate, which benefits coworker relationships and organizational effectiveness. This also fosters interaction between employees and management to achieve common goals while streamlining organizational procedures and minimizing mistakes. Possessing proficiency in business communication improve one's career by increasing job opportunities, potentially leading to higher earnings, and boosting professional credibility.
- ✓ Every participant in the Business Communication Training gets valuable knowledge to help at the workplace. Prospective pupils will explore all of subtopics associated with vocal and non-vocal communication, inclusive of general presentation skills, negotiations, interpersonal interactions, etc. The content area involves writing, including written communication, speech, intercultural, and business communication. Candidates will be able to build good proposals, address audience in a proper manner, and control conflicts.

## ELIGIBILITY CRITERIA

- ✓ Aspirants need not meet any requirements to pursue Business Communication Training Course. However, having prior knowledge is beneficial.

## WHO SHOULD ATTEND

- ✓ Any individual who wants to gain skills to understand Business Communication can enroll in the Business Communication Training course.

# BUSINESS COMMUNICATION CERTIFICATION ADVANTAGES



CERTIFIES  
YOUR TALENT



HELPS  
BUILDING  
VALUES



GLOBAL  
RECOGNITION



BUILDS  
CUSTOMER  
LOYALTY



PERFECT  
EXECUTION



MORE  
EMPLOYABILITY  
OPTIONS

# Syllabus of Business Communication Training

## Lesson 01 – Communication Fundamentals

1.	What is Business Communication?
2.	Process of Communication
3.	Communication
4.	Elements of Communication
5.	Intercultural Communication

## Lesson 02 – Communication and Organizations

1.	Organizational Culture and Communication
2.	Information and Communications Technology (ICT) in Organizations
3.	Organizational Structure and Communication

# Syllabus of Business Communication Training

## Lesson 03 – Written Communication in Organizations

1.	Business Writing: Planning and Organising
2.	Effective Business Writing
3.	Effective Design and Visual Aids
4.	Effective Business Documents

## Lesson 04 – Interpersonal Communication in Organizations

1.	Effective Interpersonal Communication: Defining Interpersonal Skills
2.	Interpersonal Skills in Action: Communicating Face to Face
3.	Meetings and Presentations
4.	Building Effective Teams



# Syllabus of Business Communication Training

## Lesson 05 – Communication and Change

1.	Understanding Organizational Change
2.	Making Communication Work

## Exam Format of Business Communication Certification

Examination Format	
Exam Name	Business Communication Exam
Exam Format	Multiple Choice
Total Questions & Duration	30 Questions, 1 Hour
Passing Score	Minimum passing score of 70%
Exam Cost	Included in training fee

To get you fully prepared with the knowledge and skills for Business Communication, a training session at Unichrone gives immense importance to mock questions at the end of every module and problem-solving exercises within the session. Prepared by certified faculty, the practice tests are a true simulation of the Business Communication exam.

# Contact Us

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<https://unichrone.com/>

