

Course details

Course title

Personal Development: How to communicate confidently

Course code

Q00016662

Course date

Start: 07/01/25

End: 11/02/25

Number of classes

12 sessions

Timetable

Tue 7th Jan, 13:00 to 15:00

Tue 7th Jan, 13:00 to 15:00

Tue 14th Jan, 13:00 to 15:00

Tue 14th Jan, 13:00 to 15:00

Tue 21st Jan, 13:00 to 15:00

Tue 21st Jan, 13:00 to 15:00

Tue 28th Jan, 13:00 to 15:00

Tue 28th Jan, 13:00 to 15:00

Tue 4th Feb, 13:00 to 15:00

Tue 4th Feb, 13:00 to 15:00

Tue 11th Feb, 13:00 to 15:00

Tue 11th Feb, 13:00 to 15:00

Tutor

Caroline Smy

Fee range

Free to £50.40

How you'll learn

You'll join a small group of fellow learners for classes at the venue indicated. Some materials may be provided in our virtual learning environment.

Got it!

In venue

Venue

KCU Ltd at Fuller Church (Kettering)

51 Gold Street

Kettering

NN16 8JB

Level of study

Beginners

Course overview

This unique 6-week course empowers you to build confidence in communication and technology. In weeks 1-3, you'll take the Communication Confidence Masterclass, where you'll learn powerful techniques to express yourself clearly, develop assertiveness, and navigate challenging conversations with ease. In Weeks 4-6, you'll become Tech Savvy for Life & Learning by mastering essential computer skills to boost your study abilities and employability. You'll learn to create an impressive CV, manage online calendars, and use online tools effectively, bridging the digital divide and gaining the confidence to thrive in today's tech-driven world.

Course description

Who Should Take This Course?

This course is perfect for anyone who wants to build communication confidence, conquer tech challenges, and unlock their full potential in life and work.

What Will You Learn?

We'll explore a diverse range of topics, helping you develop:

- Communication Skills: Public speaking, active listening, assertiveness, and body language.

- **Computer Skills:** CV creation, online research techniques, time management tools, and essential software applications.
- **Confidence Building Techniques:** Positive self-talk, reframing negative thoughts, and identifying your strengths.
- **Interactive Learning:** Our experienced tutor will guide you through interactive sessions, practical exercises, and group activities.

What financial support is available?

We don't want anything to stand in your way when it comes to bringing Adult learning within reach so if you need anything to support you to achieve your goals then speak to one of our education experts during your enrolment journey. Most of our courses are government funded but if you don't qualify or need alternative financial help to access them then let us know.

What other support is available?

All of our digital content, teaching and learning activities and assessments are designed to be accessible so if you need any additional support you can discuss this with the education experts during your enrolment journey and we will do all we can to make sure you have optimal access.

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