

# The Rural Manager - Communications



## At a glance...

### Customised Provision

Delivery Method: Classroom

## Introduction

This one-day course is designed for persons to learn and develop effective communication skills that are essential in the rural workplace. Covering instructional skills and listening skills and focusing on developing excellent inter-personal skills for harmonious communication in the workplace. The course combines trainer led discussions, theory, and group exercises.

## Overview in brief

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## The finer details

To provide clear understanding of communications responsibility and develop the relevant skills to perform effectively and efficiently as both listener and instruction giver. To understand how the whole communication process is crucial and how to adapt your style to the situation to produce the required outcomes by effective communication practices.

**Method:** The course will present you with a series of concepts and best practice management ideas along with opportunities to reflect on, discuss and put into practice those ideas.

## Who should attend?

Farm managers, staff and managers in rural businesses.

## What will be covered?

**Objectives:** By the end of the programme, participants will be able to:

- Describe the components of face to face communication.



- Understand and Interpret Body language and proxemics appropriately.
- What is assertive communication?
- Demonstrate techniques for Rapport building.
- Develop active listening skills.
- Develop active Questioning skills.
- Use of instructions in the workplace.
- Avoiding assumptions and misunderstandings.
- Feedback and its importance to reinforce positive messages.

