

COMMUNICATING WITH CONFIDENCE

Own your voice, build rapport, and communicate with impact

Non-Credit Bearing

Due to the interactive nature of this course, which includes movement-based exercises and real-time practice, it is only available face-to-face.

Confident communication is key to professional success. Whether you are speaking in meetings, engaging with senior leaders or building relationships, your ability to express yourself with clarity, credibility, and confidence shapes how you are perceived and how effectively your message is received. Yet, many professionals struggle with nerves, unclear messaging, or a lack of self-assurance in important interactions.

This highly interactive, practical course provides a safe space to step out of your comfort zone and refine your communication skills. Through movement-based activities and personalised feedback, you will walk away with practical tools and a renewed belief in your ability to communicate with clarity and confidence.

WHO SHOULD ATTEND

- Anyone looking to enhance their confidence in professional communication
- Professionals who engage in meetings, presentations, or workplace discussions
- Individuals who want to improve their ability to build rapport & communicate across hierarchies
- Anyone seeking greater control over nerves and mindset when speaking

HOW YOU WILL BENEFIT

- Develop confidence to engage in conversations and workplace interactions with ease
- Communicate with conviction and authenticity across all professional levels
- Strengthen your vocal delivery and body language for greater impact and clarity
- Gain control over nerves and shift to a confident mindset when speaking
- Build strong professional relationships through effective listening and engagement
- Assert your needs while respecting the perspectives of others

One-day course 08:30 - 16:00

Tel: (031) 267 1229

sales@kznbtcc.co.za / www.kznbusinessstraining.co.za

WHAT WILL BE COVERED

Building strong foundations for confident communication

- Simple techniques to prepare for conversations with ease
- Developing rapport through eye contact, greetings, and remembering names
- Understanding how status and hierarchy influence communication

The power of non-verbal communication

- Exploring how body language affects confidence and credibility
- Strengthening posture, gestures and facial expressions to enhance presence
- Practicing active listening and curiosity to create meaningful interactions

Vocal delivery and speaking with impact

- Techniques to improve vocal clarity, tone and projection
- Managing nerves and developing a strong, confident speaking style
- Using articulation and pace to engage your audience

Communicating with confidence and assertiveness

- Practicing techniques to assert yourself while maintaining professionalism
- Strategies for continuous improvement in communication skills

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