



مركز الوقت للتدريب
Time Training Center

VERBAL COMMUNICATION COURSE



Introduction

This comprehensive communication skills course is designed to help professionals enhance their verbal communication abilities across everyday and professional settings. Whether you're leading meetings, presenting ideas, or building stronger relationships, this course equips you with tools to speak with clarity, confidence, and impact. Through guided practice and structured frameworks, you'll learn how to manage nerves, structure your message, and navigate both casual and high-stakes conversations with ease.

Learning Objectives

- Improve vocal clarity, tone, and delivery
- Build confidence for public and interpersonal speaking
- Master active listening and conversational skills
- Deliver persuasive, structured, and engaging messages
- Handle difficult conversations with calm assertiveness
- Adapt communication style for professional settings

Course Details

Mode of Training	Classroom or Online
Duration	5 Days

Who Should Attend

- Professionals and team leaders
- Entrepreneurs and content creators
- Coaches, consultants, and trainers
- Individuals seeking stronger verbal communication skills

Certificate(s)

Participants who complete a minimum of 80% of the total training hours will receive a **Certificate of Completion** issued by **Time Training Center**. This certificate reflects their active participation and commitment to professional development in the relevant field.



Course Outline

Module 1: The Foundations of Verbal Communication

- Core elements: clarity, tone, pace, presence
- Master projection, articulation, and vocal breathing
- Align verbal and non-verbal communication

Module 2: Speak with Confidence

- Overcome speaking anxiety and self-doubt
- Build vocal strength and presence techniques
- Mindset tools for authentic expression

Module 3: Everyday Conversation Skills

- Practice active listening and intentional responses
- Navigate conversations with ease and empathy
- Apply emotional intelligence in social dialogue

Module 4: Persuasive & Impactful Communication

- Structure messages using Point-Proof-Point
- Use storytelling to inspire and influence
- Elevate your impact with persuasive delivery

Module 5: Handling Difficult Conversations

- Stay calm and articulate under pressure
- Use respectful assertiveness frameworks
- Practice scripts for feedback and conflict resolution

Module 6: Communication in Professional Settings

- Speak confidently in meetings and interviews
- Adapt your message to different audiences
- Manage group interactions and handle Q&A sessions



Methodology

We employ a comprehensive and applied learning strategy, integrating theory with real-world implementation:

- ❖ **Conceptual Learning:** Expert-led sessions on catalytic theory and engineering principles
- ❖ **Interactive Workshops:** Group exercises, presentations, and technical discussion forums
- ❖ **Case-Based Learning:** Industry-specific examples and troubleshooting scenarios
- ❖ **Technology Integration:** Digital tools, simulations, and catalyst modeling applications
- ❖ **Assessment:** Pre-tests, post-tests, and Competence Validation Exams for Certified courses to ensure knowledge transfer and skills validation

Note: Instructors may adjust the training approach to fit technical requirements or participant engagement levels.

Instructors

Our instructors are seasoned communication coaches and public speaking experts with extensive experience in corporate training, leadership development, and media presentation. They bring a practical, encouraging approach to help learners overcome speaking challenges and refine their delivery. All trainers are chosen for their ability to create a safe, supportive, and high-impact learning environment. Detailed trainer profiles will be provided upon request.

About Time Training Center

Time Training Center is a leading professional training institute in Abu Dhabi that provides students and professionals with quality education and skill development programs. Time Training Center is accredited by the Abu Dhabi Center for Technical Vocational Education & Training (ACTVET) with a specialization in Computer and Management Training programs and certified by QA QC with ISO 9001:2015.

Operating in Abu Dhabi for over 3 decades, Time Training Center has established brand value as a high-quality Management & Technical Training Center in Abu Dhabi. We have also secured strong loyalty from corporate companies and associations with our holistic and practical teaching approach.

Contact us at
Time Training Center
Office 901
Khalaf Al Otaiba Tower,
Electra Street - Abu Dhabi - United Arab Emirates
Phone: +97126713828
Whatsapp: +971558564000
E-mail: info@timetraining.ae