

# Communication Skills Basics

GoSkills online course syllabus

Friday, May 17, 2024

**Skill level**

Beginner

**Lessons**

40

**Accredited by**

CPD

**Pre-requisites**

None

**Video duration**

2h 44m

**Estimated study time**

9h for all materials

**Instructor**

TJ Walker

## Introduction

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### 1 Introduction to Communication Skills Basics

Welcome from the instructor, TJ Walker

## Communication Fundamentals

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### 2 Quick Wins! The High Tech Way to Perfect Communication

Use your phone to record yourself and get the feedback you need to deliver messages effectively.

### 3 Listening is Key

Listening is the key to becoming a better communicator - here's why.

### 4 Good News! The Problems We Think We Have Aren't Real

Many of our preconceived notions of what makes a great communicator don't match up with reality.

### 5 Communications Skills are the Most Important Skills for Success but are the Least Taught

Verbal and non-verbal communication aren't taught in schools but can be a key factor for your success.

### 6 Direct vs. Indirect Communication

Being direct isn't always the most successful way to communicate or influence.

### 7 You Are Normal to Fear Communicating In Some Circumstances

Fear of public speaking is perfectly natural.

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### The Power of the Positive

Bad news causes many people to shut down, so it's helpful to start any communication with something good.

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### Debunking the Myth of Charisma

You don't need charisma to be a great communicator.

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### Never Fall for These Communication Gimmicks Again!

If you want to be a great communicator, don't use gimmicks to mask your problems.

## How to Introduce Yourself and Make a Great First Impression

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### Introduction to How to Introduce Yourself

Introducing yourself seems simple, but you can make your introduction memorable with preparation and practice.

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### What NOT to Do

Most people make a series of mistakes when introducing themselves and will most likely be forgotten when they're done.

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### How to Introduce Yourself The Right Way

What is your hook, and how can people connect with you in an easy, non-threatening way?

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### First Video Rehearsal

The only way to be supremely confident when introducing yourself is to record yourself on video and evaluate.

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### Friend Feedback

Will a friend notice the "hook" of your introduction? What do they like or dislike about your 30 second video?

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### Conclusion to How to Introduce Yourself

Give people a reason to remember you or talk to you. What you reference in your introduction can start a conversation, which can lead to more.

## Improve Your Voice

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### How to Improve Your Voice Introduction

There is no "perfect" voice, and many people succeed with traditionally flawed voices because they offer something unique.

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### Improve Your Voice by Recording Your Voice

Most people don't prefer the sound of their own voice, but recording it is key to improving it.

- 19** **Diagnosis of Your Own Voice and Feedback from Others**  
What don't you like about your voice? Compare your list to honest feedback from people you trust.
- 20** **Defining Your Exact Problems**  
There are three kinds of feedback you can get from colleagues regarding your voice.
- 21** **Listen to Natural Conversation**  
Listening to a recording of your natural conversation can reveal interesting ways in which you speak well about a subject you're passionate about.
- 22** **Practice Again and Record**  
Most people have perfectly good voices when they talk like to do in normal conversation and practice their material before delivering it.
- 23** **Don't Lower Your Voice**  
Unnaturally lowering your voice to try and sound authoritative will have the opposite effect.
- 24** **Practice on Video**  
Confidence is the key to a strong voice and effective talk, and practice will significantly raise your confidence level.
- 25** **How to Improve Your Voice Conclusion**  
Practicing on video is usually more effective than vocal exercises or other techniques.

## Eliminate Verbal Tics

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- 26** **Master the Quickest, Easiest Way to Eliminate Verbal Tics**  
Here's a quick way to eliminate verbal tics right now.
- 27** **Good Communication is Better Than Perfection**  
Our goal should be good communication, not perfect communication. So, focus on communicating ideas instead of preventing errors.
- 28** **Appear More Confident By Using Smaller Words**  
Speakers often try to sound smarter by using big words or specific phrases, but this is counterintuitive to good communication.
- 29** **Avoid the Data Dump with This Memory Cheat**  
Narrow your messages down and use a cheat sheet to help yourself remember important points instead of relying on your memory.
- 30** **The Number 1 Tip for Eliminating Nerves**  
Record yourself practicing an important talk to vastly improve your delivery and speech.

**31** **Eliminating the Source of Your Speaking Discomfort Once and For All**  
Outside perspective can greatly improve your performance, but your biggest problem may be a bad, ill-prepared speech.

## Improve Your Presentations and Speeches

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**32** **Avoiding The Initial Wrong Turn Most Speakers and Presenters Make**  
The starting point for every presentation and speech should be answering this question: What do you want your audience to do?

**33** **Developing Expert Judgment for Your Public Speaking and Presenting Opportunities**  
What does your audience need to know? Focus on 5 (or fewer) important messages for your audience.

**34** **The Radical Yet Simple Solution To Finding Great Messages**  
If you want to know what's most helpful for your audience, ask them.

**35** **Your Stories Will Make Your Ideas Unforgettable**  
The biggest difference between great communicators and everyone else is how they use stories to illustrate their key points.

**36** **Your PowerPoint Will Create Engagement, Not Slumber**  
Consider these rules to make your points come alive - and not bore your audience - during a presentation.

**37** **Building an Ethical Cheat Sheet Just for You**  
Prepare a plan and help yourself remember all your important points with a cheat sheet.

**38** **This Is The Do Or Die Moment For Your Speaking Improvement**  
The best way to be confident when you speak is to practice - on video - until you love it.

**39** **There Is a Perfect Test for Your Speech Or Presentation**  
Test your presentation video by asking friends and colleagues what stood out the most.

**40** **Continuing Your Path of Public Speaking and Presentation Skills Improvement**