



UNIVERSITY OF  
KWAZULU-NATAL™  
INYUVESI  
YAKWAZULU-NATALI

**EXTENDED  
LEARNING**

## Business Communication



CONTINUING EDUCATION

OUR WORLD IS CHANGING...SHOULDN'T YOU?

# Business Communication

## About this programme

Avoiding wrong decisions, promoting a healthy business environment, enhancing diversity, can all be achieved. How? Through the adoption of appropriate communication tools, practice and comprehension of the modern, techno-related communication challenges.

## Key focus areas

Communication Theory and Tools:

- Theory
- Oral Communication
- Written Communication
- Grammar
- Listening
- Audience and Purpose
- Reading and Note-taking

Communication in Practice:

- Business/Organisational Correspondence
- Meetings
- Minute Taking
- Report Writing

Contemporary Issues:

- The modern/techno world implications
- Short Business Messages
- Digital Media
- Conflict & Leadership

## Learning Methodology

Delegates attending the course are provided with a unique blended learning methodology which combines online access to subject content with real time engagement with facilitators, and the opportunity to add value through contact learning sessions, where feasible and appropriate.

## Entrance requirements

Matric and/or relevant industry experience

## Who should attend

Individual graduates and work seekers who want to equip themselves with necessary business skills required by employers

## Programme fee

The programme fee of R5 400 (incl. VAT) covers online tuition, instruction material and data allocation

## Facilitators include:



**Mrs Jayne Whittaker**

Jayne has been facilitating Business Communication Skills for over 10 years. Through teaching and facilitating of Business communications, she provides fresh thinking that shows people how to stop what is not working for them and how to start using communication skills that really work. Jayne

is a strong advocate of hands on, inquiry-based learning and believes that by involving her delegates in a variety of problem solving and technology infused activities, she can provide delegates with many opportunities to utilise their skills for both their professional and personal lives.



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UKZN Extended Learning (UEL) is committed to enrichment through lifelong learning, by providing high quality credit and non-credit bearing programmes in collaboration with schools and colleges of the University of KwaZulu-Natal. In a fast-changing environment, developing relevant and useful skills and knowledge, and the capacity to deliver results, is more important than ever. Our programmes are designed using the very best methods by combining content, based on both tried and tested results, and recent cutting edge research, with interactive experiential teaching and learning from local and international experts, faculty and guest speakers.

## Duration

Two days online (interactive sessions with facilitators)

- Full implementation plan to be communicated on registration
- Recorded sessions will be available only for registered delegates for a limited period
- Assessments are restricted and all social distancing measures are adhered to as per the DOH regulations

## Dates

For updated start dates, please contact us or visit our website: [www.ukznextendedlearning.com](http://www.ukznextendedlearning.com)

*Disclaimer: Due to the extended planning horizon, UEL reserves the right to amend dates and prices at short notice, whilst protecting the consumer rights and interests of prospective delegates. For the most accurate information, please visit our website: [www.ukznextendedlearning.com](http://www.ukznextendedlearning.com)*

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