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Continuing Professional  
Development

School of English

# Team Talk: Communicating Effectively at Work

In this practical online CPD course you will explore the crucial role played by communication at work.

[nottingham.ac.uk/english/cpd](https://nottingham.ac.uk/english/cpd)



Identities  
at  
work



Small talk  
and  
humour



Workplace  
culture



Conflict  
management and  
miscommunication





# Team Talk: Communicating Effectively at Work

## Overview

Giving you 24/7 global access to industry-leading communication training, our online courses, delivered by linguistics academics, connect you to the most up-to-date developments in professional communication. This flexible learning opportunity is perfectly suited to fit around today's busy work schedules, specifically designed to be adapted to your workplace, wherever you are in the world.

In this practical course you will have the opportunity to explore the crucial role played by communication in fostering good relationships at work and in achieving your goals. Through real-life examples from a wide range of professional settings, you will be equipped with a good working knowledge of the different communicative strategies used in effective team dynamics. With compelling case studies, self-reflective work and engaging content, you will be asked to consider the crucial role played by workplace culture in creating effective and efficient teams.

This course is geared towards anyone who leads teams or seeks to enhance their workplace effectiveness as part of a team of any size. If you are looking to develop these practical skills and successfully apply them at work, this course is for you.

## Course Structure

Our online Continuing Professional Development (CPD) courses are designed to run for a total of three weeks, the course is three to four hours per week of study (10 hours of flexible study in total) and hosted on Moodle, our online Virtual Learning Environment.

## Entry requirements

There are no formal entry requirements for our online CPD courses. However, you should possess a good command of the English language and be ready to think critically about language and communication.

## Teaching

You will be taught using the latest advances in teaching methods and electronic resources. Principal features of our CPD programmes include:

- Flexible study
- Discussion groups
- One-to-one tuition with members of staff
- Teaching informed by active researchers
- Access to a variety of online learning resources

## Further study

You can find out more about Masters level study on the postgraduate courses page of the School of English website.

## Fees and funding

Information about the fees for our online CPD courses is available at [nottingham.ac.uk/english/cpd](http://nottingham.ac.uk/english/cpd)

## School of English

The current CPD offering is provided by Linguistic Profiling for Professionals (LiPP) - our research and business unit based in the School of English.

## More information

For more information about learning outcomes including professional, transferable and intellectual skills go to [nottingham.ac.uk/english/cpd](http://nottingham.ac.uk/english/cpd)

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