

# Effective Communication for Work

This document gives a range of useful information for this course including general information, a course schedule, assessment information and how to get help. Ready to enrol? Take the next step at

<https://uonline.ac.nz/courses/effective-communication-for-work>

## General Information

Item	Description
<b>Course Length</b>	This is a self-paced course, available for a four-week study period. You can study at a pace that suits you, but we recommend setting aside around 20 hours for the entire course.
<b>Course Description</b>	<p>Do you find it hard to speak up in meetings or navigate workplace conflicts? Build your communication skills and gain practical strategies to ensure you are heard and engage more effectively with your colleagues.</p> <p>In this course, you'll learn to identify what makes effective communication and how to apply this to your meetings and your workplace. Based on research findings from the long-running <a href="#">Language in the Workplace Project</a>, you'll take away tips and techniques for effective communication based on real Aotearoa New Zealand case studies and conversations.</p> <p>In just 20 hours, you'll improve your communication skills and be empowered to communicate more effectively in your workplace to improve productivity for you and your team.</p>
<b>Learning Outcomes</b>	<ul style="list-style-type: none"> <li>• Increase the effectiveness of your meetings, and influence the decisions made around you .</li> <li>• Implement techniques to improve your relationships at work.</li> <li>• Implement practical strategies to manage conflict and navigate disagreements effectively.</li> <li>• Evaluate your own preconceptions of what a workplace “should” look like to maximise the value of diverse cultural input.</li> </ul>
<b>Learning Impact</b>	<p>This course will empower you to analyse and improve your own communicative practices. The techniques will make use of research-based findings from the longstanding Language in the Workplace (LWP) project.</p> <p>This course will be most useful if you are testing what you learn in your own workplace/context.</p>
<b>Delivery</b>	<p>This course is 100% online, which means you can log on when it suits you to fit learning into your life.</p> <p>You can work through the course content at your own pace.</p>

	Two optional one-hour synchronous sessions will be offered during the learning period.
<b>Estimated hours per week</b>	We estimate your engagement will be about 20 hours over the entire course, but you can choose your own pace.
<b>Qualification</b>	<p>This is a standalone course that recognises the achievement of specific skills, experience, or knowledge.</p> <p>Upon successful completion of the course you will be issued a digital badge to <a href="#">recognise your learning achievements</a>.</p>
<b>Academic points</b>	Being a short course, there are no specific academic points associated with this course.
<b>Recommended prior learning</b>	There are no prerequisites for this course.
<b>Who is this course for?</b>	<ul style="list-style-type: none"> <li>• People looking to develop stronger communication skills</li> <li>• People who want to be more effective communicators in meetings</li> <li>• Managers at all levels</li> <li>• Team leaders and leaders of people</li> <li>• Aspiring or emerging leaders</li> <li>• People leading people in a voluntary capacity such as in a sports club or religious organisation</li> </ul>
<b>Technology Requirements</b>	We recommend a laptop or desktop computer and a reliable internet connection.
<b>How the course works</b>	<p>You'll need to work through this course sequentially. It's divided into four modules – each roughly five hours in length.</p> <p>This course is divided into four modules. We estimate each module should take you five hours to complete. That time is split across various lessons within each module. The pace at which you progress through these modules is completely up to you, as long as you complete the entire course by the end course date.</p> <p>Other than the start and end dates, there are no due dates for assessments or activities - you are free to work through the course at your own pace. To obtain a badge, you must complete the course by the end of course date.</p> <p>Learning online doesn't mean learning alone. Our 20-hour courses are designed to enable you to quickly and effectively learn new skills or techniques, with maximum learning and minimum time commitment. Our dedicated <a href="#">Learner Support</a> and <a href="#">Enrolment Support</a> teams are always here to help. Depending on your course, there may also be synchronous (live online) sessions to hear directly from our experts, or access to drop in facilities to support your learning.</p>
<b>Assessment</b>	<p>All assessments in this course are self-assessments. You will not be given a grade or mark for any of your work in this course. Completion of the course is determined by completion of all the learning modules and the self-assessment activities within.</p> <p>Upon successful completion of the course, you will be issued a digital badge to recognise your learning achievements.</p>

## Pricing

Domestic learners: **\$395** incl. GST where applicable  
International learners: **\$821** incl. GST where applicable

**Note:** Pricing is subject to change, please check our website for the most up-to-date fees. GST is only applicable for learners living in New Zealand during their study.

### Condensed learning period

Note that this course has a condensed learning period. This impacts the amount of time learners can request to withdraw and to transfer between intakes – see our [Terms and Conditions](#) and the [FAQs on our website](#) for more information.

You will find more information about each module, including tips and links, in the Tuihono UC | UC Online course (use the navigation block on the left to access each section).

## How to get help

- For general help on how to use the Tuihono UC | UC Online learning environment, select Help at the top of the course screen.
- If you can't find the answer that you are looking for, please email our Learner Support team: [support@uonline.ac.nz](mailto:support@uonline.ac.nz).