

Positive Communication

Location	Stretford Campus
Course Type	Adult
Department	Health & Social Care
Start Date	Thursday 30th April 2026
Duration	Part-time, 0 Weeks
Time	10:00:00 - 12:00:00
Fee	£ 9.00 You may be eligible for support with your tuition fees - please visit the college website - funding and finance page for further information
Course Code	TPQ-CYXZ-1218

Course Overview

In this workshop, you will learn the key principles of positive communication to improve both personal and professional interactions. You will get practical tips on writing an effective CV and email, as well as boosting your public speaking skills.

The session covers techniques for clear, confident communication and ways to engage your audience, whether in writing or speaking.

Course Requirements

Basic level of spoken English

What You Will Learn

You will learn:

- Writing a strong CV and professional emails
- Using positive language and tone in communication
- Building confidence for public speaking
- Techniques to engage and connect with your audience

Assessment

Tutor feedback/peer assessment/self-assessment

Progression

Functional Skills/Further Study/Employment

Mandatory Units

There are no mandatory units

Contact Details

For further information please contact T: 0161 886 7070 or E: info@trafford.ac.uk

Disclaimer

Although every care has been taken to ensure that the information contained within this document is accurate, there may be changes to this programme and provision. We will endeavour to keep prospective and current students updated where appropriate and when the information becomes available.