

EFFECTIVE E-COMMUNICATION AND COLLABORATION SKILLS

Start Date:	21/09/2026	End Date:	25/09/2026
Categories:	Business Communication	Venues:	Madrid
Formats:	In Person	Instructors:	

OVERVIEW

This course helps professionals enhance their digital communication and collaboration effectiveness in remote and hybrid work environments. It focuses on clarity, tone, structure, and best practices for engaging virtually.

OBJECTIVES

By the end of this course, participants will be able to: – Communicate clearly and professionally via email, chat, and video. – Use tone and formatting to improve message clarity and engagement. – Navigate cross-cultural communication in virtual settings. – Collaborate using digital tools like Teams, Zoom, and Slack. – Apply etiquette and protocols to build stronger virtual rapport.

COURSE OUTLINE

1- Foundations of Digital Communication 2- Writing Professional Emails and Messages 3- Virtual Meeting and Video Conferencing Skills 4- Tools for Team Collaboration and File Sharing 5- e-Communication Best Practices and Case Scenarios

TARGET AUDIENCE

All Supervisory Levels, All professionals who rely on digital communication for internal and external collaboration.

METHODOLOGY

Live communication exercises, email audits, role plays, and collaboration tool simulations.

CONCLUSION

Participants will enhance their virtual presence and improve team collaboration across platforms and geographies.

DAILY AGENDA

Day 1: Digital Communication Basics

Explore tone, clarity, and purpose in written digital messaging.

Day 2: Mastering Email and Chat

Practice structuring messages, email etiquette, and actionable communication.

Day 3: Effective Virtual Meetings

Lead and participate confidently in online calls and video discussions.

Day 4: Collaborating with Digital Tools

Use platforms for co-editing, project tracking, and team updates.

Day 5: Polishing Your Online Presence

Refine communication habits and troubleshoot common digital issues.

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