COURSE BROCHURE

Communication & Active Listening Essentials

Personality Development & Soft Skills / Focused Skills Courses

One-time full-course fee

INR 1,499

Access

12 months course access

Study plan

4 weeks suggested study; self-paced; 12 months access

Learning format

Four self-paced written workshops in English, worked examples, practice worksheets, 12 answered knowledge checks and a final portfolio self-assessment. Automated Course Tutor support.

Programme overview

Write clear messages, listen accurately, give constructive feedback and handle everyday conversations. Four written workshops with practical assignments and self-assessment. Four self-paced written workshops in English, worked examples, practice worksheets, 12 answered knowledge checks and a final portfolio self-assessment. Automated Course Tutor support. These four workshops are also included in Personality Development Complete Skills Programme. Choose the complete programme or this focused course; buying both repeats the same material. Independent introductory self-study for adults and college learners. No live classes, recorded lecture series, individual human marking, placement service, therapy or accredited professional qualification is included. No job, income or personality-transformation guarantee.

Who this is for

1. For adults and college learners who can read instructional English. No prior training required.
2. Independent introductory self-study for adults and college learners. No live classes, recorded lecture series, individual human marking, placement service, therapy or accredited professional qualification is included. No job, income or personality-transformation guarantee.

Published topics and learning focus

1. Clear messages: purpose, context and a usable next step
2. Listening, paraphrasing and questions that clarify
3. Conversation, constructive feedback and respectful disagreement
4. Communication portfolio: email, chat and a difficult conversation

Before you choose

1. These are published programme highlights, not certification of complete syllabus coverage. Review the available reading index and programme trial before enrolling.
2. ZELVU provides learning support. It does not award the underlying degree, professional registration or an examination result.
3. Current checkout terms and refund policy apply. Payment and access require successful provider verification.

Take the next step

Explore the programme trial

View current details, scope and terms

Ask ZELVU about this programme

Save this brochure for reference. Details can change: confirm the current programme page and checkout before making a purchase.