



**EXCEL GLOBAL COLLEGE**

*Learning today..leading tomorrow*

**COURSES**

# PERSONAL DEVELOPMENT

## PUBLIC SPEAKING SKILLS

- Speak in front of groups with less stress and more clarity.
- Plan and organize your ideas before you present.
- Use simple language to connect with any audience.
- Practice speaking to small and large groups.
- Learn to listen, answer questions, and handle feedback.
- Get tips to improve voice, pace, and body language.
- Take part in mock speeches and feedback sessions.

## SPOKEN ENGLISH

- Speak English for daily life, travel, and social settings.
- Build confidence through practice and speaking drills.
- Practice real conversations and common dialogues.
- Receive feedback to correct grammar and pronunciation.
- Learn useful words and phrases in each session.
- Improve understanding with audio exercises.
- Take part in group activities.

## BUSINESS COMMUNICATION SKILLS

- Write clear emails, memos, and business reports.
- Speak up in meetings and phone calls with confidence.
- Build trust and clarity with direct language.
- Solve workplace problems with effective communication.
- Learn presentation skills for business settings.
- Practice negotiation and teamwork through case studies.
- Get practical tips for interviews and client conversations.

**4 WEEKS  
EACH**

**KES 16,000/-  
EACH**



+254 (0) 710 709 477  
+254 (0) 714 800 900



[excelglobalcollege.info@gmail.com](mailto:excelglobalcollege.info@gmail.com)



Opposite CITAM Church,  
Second Parklands Avenue,  
Nairobi, Kenya.



[www.excelglobalcollege.com](http://www.excelglobalcollege.com)

