



GENERAL STUDIES

DATE	SUBJECT	ACTIVITY
MANAGEMENT ASSISTANT N6 Communication and Human Relations N6 <i>Revise MODULE 1 with the PowerPoint presentation</i>		
REMEMBER: "To effectively communicate, we must realize that we are all different in the way we perceive the world and use this understanding as a guide to our communication with others." Anthony Robbins		
27 July 2020		What is communication
28 July 2020		Channels, mediums
29 July 2020		Effective communication, barriers
30 July 2020		Improving, in an organisation
31 July 2020		Telephone, meetings, reports, recruiting