XCELERATE TRAINING INSTITUTE

your learning & development partner

COMMUNICATION & WRITING SKILLS

Inclusive Communication and Language Training Course

Communicating Respectfully Across Cultures, Abilities and Backgrounds

DURATION	LANGUAGE	FORMAT	COURSE CODE
2 days	English or Arabic	Classroom / Online	DEI-107

Upcoming dates

Dates	Venue	Format	Fee
25 – 26 Jan 2027	Barcelona	Classroom	On request
15 – 16 Mar 2027	Live online	Online (live)	On request
5 – 6 Apr 2027	Berlin	Classroom	On request
12 – 13 Jul 2027	Cairo	Classroom	On request
27 – 28 Sep 2027	Live online	Online (live)	On request
18 – 19 Oct 2027	Casablanca	Classroom	On request

Register or ask a question

Online: x8ti.com/course/inclusive-communication-and-language-training-course/

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Inclusive Communication and Language Training Course

Introduction

Words and communication styles can make colleagues and customers feel valued or excluded. In multicultural Gulf workplaces, where many nationalities and languages work together, inclusive communication is a practical business skill.

This course helps participants communicate respectfully and clearly across cultures, abilities and backgrounds, in speech, writing, meetings and digital channels.

Learning Objectives

By the end of this course, participants will be able to:

- Understand how language affects inclusion
- Communicate clearly in multicultural, multilingual teams
- Use respectful, inclusive language
- Run inclusive meetings
- Create accessible written and digital content
- Respond well when mistakes happen

Training Methodology

This course combines short expert presentations with practical exercises, case studies from the Gulf and international organisations, group discussions and work with real templates and tools. Participants are encouraged to bring examples from their own work so that the learning can be applied immediately.

Participants review real communications and rewrite them using inclusive principles.

Benefits for Your Organisation

- Better collaboration in diverse teams
- Clearer communication with customers
- Stronger inclusive culture
- Fewer misunderstandings

Benefits for You

- Practical inclusive communication skills
- Confidence in multicultural settings
- Accessible writing techniques
- Better meeting facilitation

Who Should Attend

This course is designed for:

- Managers and team leaders

- Communication and HR professionals
- Customer-facing staff
- Trainers and facilitators
- All employees in diverse teams

Course Outline

Day 1: Inclusive Language and Culture

- Why language matters
- Communication across cultures and languages
- Respectful terminology
- Avoiding assumptions and stereotypes
- Practical exercises

Day 2: Inclusive Practice

- Inclusive meetings and hybrid communication
- Accessible writing and documents
- Inclusive visuals and digital content
- Handling mistakes and feedback
- Personal action plan

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Registration Form

Inclusive Communication and Language Training Course

Preferred dates: ..... Venue or online: .....

Duration: 2 days Language: .....

Please complete and email this form to us, or register online. We confirm your place and send the invoice within one working day.

Delegate information

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

Official email: ..... Personal email: .....

Company information

Company name: .....

Address: .....

City / country: ..... VAT / tax number: .....

Person responsible for training & development

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

Email: .....

Payment

☐ Please invoice me ☐ Please invoice my company

Signature: ..... Date: .....

Call
+491631686678

Email this form
info@x8ti.com

Register online
Open the course page