COMMUNICATING EFFECTIVELY WITH YOUR TEAMS

A professionals' level of success within their career and personal life is highly impacted by their ability to communicate their thoughts, ideas, strengths and challenges. The estimated cost of employee misunderstandings or inability to communicate was $37 billion in 2015. These communication barriers may show themselves in the workplace as a lack of motivation, increased frustration, employee conflict, etc. When identifying appropriate ways to best convey thoughts, employees create an avenue for the expression of their ideas and open the lines of communication amongst team members and leadership of the organization.

Course Benefits

➢ Break down the communication barriers and create meaningful relationships
➢ Articulate your thoughts in a constructive manner
➢ Identify challenges we consistently face when trying to communicate with others
➢ Create an image that makes others feel welcome to speak and interact with you
➢ Learn how to provide constructive feedback and utilize praise
➢ Identify your contributions to relationships that have gone sour and how to remedy them

Course overview

Creating purposeful communication

➢ The importance of investing interest in others
➢ How to construct concise and direct rhetoric
➢ Identify needs of others and how your messages can successfully be transmitted
➢ Using Communication as a tool to build a network of advocates for you

Create a reputation that precedes you

➢ How to assess peoples' perception of you in a few simple steps
➢ Tips for creating a reputation that people are excited to work with you
➢ The impact your reputation has on how others listen to, process and react to your messages

Enhancing your listening skills

➢ 10 active listening techniques that are sure to help you build rapport with others
➢ How your listening skills make it easier for people to connect with you
➢ Short on time? How to make others get to the point without being rude
➢ Techniques for remembering important information

Presenting an assertive demeanor in difficult conversations

➢ Techniques difficult people use to provoke a response
➢ How to prepare yourself to deal with difficult people
➢ How scripting your conversation puts you one step ahead

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