

Communicating Effectively and Professionally

An individual's level of success within their career and personal life is highly impacted by their ability to communicate their thoughts, ideas, and feelings. Because of the challenge many face with doing so, the estimated cost of employee misunderstandings or inability to communicate cost companies an estimated \$37 billion annually. Communication barriers are intangible but may show themselves in the workplace as a lack of motivation, increased frustration, employee conflict and low morale.

This seminar gives attendees the proper tools on articulating themselves and expressing their concerns effectively. In turn, companies have seen levels of employee dissatisfaction diminish greatly. By identifying appropriate ways to best convey an emotion, employees create an avenue for the expression of their thoughts and open the lines of communication amongst team members and leadership of the organization.

Effectively communicating requires preparation and awareness of what and how we communicate.

- Learn various techniques on how to be purposeful when communicating.
- Utilizing non-verbal indicators to understand others true intent and convey your message effectively.
- Develop the skill of being assertive in difficult conversations and portraying a collected and measured presence.
- How to communicate with influence and persuade others.
- Dissect how our communication patterns differ from other individuals and how this may be used for good.
- Tools to develop a network of individuals who are advocates for your professional advancement.
- Understand how an individual's reputation impacts how others listen to, process and react to their message.
- Identify difficult individuals and create an action plan for managing those relationships.

**PARRALES
CONSULTING**



CONTACT US TODAY:

(201) 543-8683

Antonio@ParralesConsulting.com

www.ParralesConsulting.com