

Communicating Effectively in the Workplace

This workshop provides participants with the key strategies for powerful business communication. There is no doubt that, in today's business environment, communicating effectively is an essential professional skill – a skill that can affect an individual's image and success as well as that of the organization. As a result, this workshop enhances each participant's ability to be an effective and proficient business communicator by using the qualities that lead to powerful communication.

The program focuses on...

- understanding what communication is and why it is important in the workplace
- communicating to internal and external audiences
- realizing the communication process
- identifying and solving obstacles that create communication barriers
- ensuring the message focuses on the audience's needs
- developing the ability to give a clear message in an appropriate tone
- improving listening skills and the ability to read non-verbal cues
- realizing the different communication styles and knowing how to adjust our approach depending on the audience
- understanding and avoiding communication breakdowns