

Course Title	Building Professional Communication Skills <i>Improve Communications, Build Positive Work Relationships and Increase Organizational Effectiveness</i>
Description	Building Professional Communication Skills is designed to help people understand their communication style, learn enhanced communication skills, and develop effective listening methods and relationship strategies. This program provides participants new ways of thinking, acting and interacting with others that increase organizational effectiveness.
Who Should Attend	All employees
Purpose	This program helps people learn how to communicate effectively, resolve conflicts and develop positive relationships with co-workers. Participants experience self-assessment tools, exercises and activities that help them discover and capitalize on their strengths. They learn to use a non-judgmental language to communicate more effectively and deal with conflict on the job.
Workshop Objectives	Participants will learn to: <ul style="list-style-type: none"> <input type="checkbox"/> Build professional communication skills <input type="checkbox"/> Enhance team effectiveness <input type="checkbox"/> Cultivate a positive work environment <input type="checkbox"/> Build positive morale <input type="checkbox"/> Ease interpersonal frustration and conflict <input type="checkbox"/> Improve work performance <input type="checkbox"/> Foster collaboration and trust in the workplace <input type="checkbox"/> Effectively listen to others and give positive feedback
How You Will Benefit	Participants will: <ul style="list-style-type: none"> <input type="checkbox"/> Become a better communicator <input type="checkbox"/> Build positive relationships with co-workers and management <input type="checkbox"/> Learn to capitalize on strengths and minimize weaknesses <input type="checkbox"/> Learn how to resolve conflicts and value differences in others <input type="checkbox"/> Become a better listener <input type="checkbox"/> Increase self confidence <input type="checkbox"/> Explore strategies for better team performance <input type="checkbox"/> Set goals and create action plans for greater success
Agenda	Building Professional Communication Skills is a one-day workshop where participants learn best practices that improve communication skills and foster positive work environments. Course Content Outline: Module One: Communication Fundamentals <ul style="list-style-type: none"> <input type="checkbox"/> Communication Benchmark <input type="checkbox"/> Interpersonal & Organizational Communication Skills <input type="checkbox"/> Approach to Listening <input type="checkbox"/> Models of Communication <input type="checkbox"/> Building Compatibility

	<p>Module Two: Communications & Style</p> <ul style="list-style-type: none"><input type="checkbox"/> Discovering Your Communication Style<input type="checkbox"/> Building Personality Strength<input type="checkbox"/> Keys to Motivation<input type="checkbox"/> Team Building<input type="checkbox"/> Action Plan and Goal Setting
Take Aways	<p>Building Professional Communication Skills Participant Manual DiSC® Classic Personal Profile Goal Setting Guide</p>