

Leadership Training Associates

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Better Communication At Work

OBJECTIVE:

Participants will learn communication and problem solving skills that can be used to build better working relationships with co-workers and superiors

DESIGNED FOR:

Participants at every level of the organization will learn practical and useful skills at this seminar.

OUTLINE:

Communicating For Results

Improving the oral communication process
How to make memos more understandable
Giving instructions and orders
Developing communication adaptability

Solving Problems More Effectively

How to make better decisions
Gaining maximum support for your ideas
Small group problem solving techniques
Improving problem solving effectiveness by up to 70%

Building Productive Working Relationships

Handling irresponsible behavior in others
Preventing non-productive conflicts
How to gain respect from your co-workers and your boss

Program Conclusion

Putting it all together. Action planning for positive results