

Communicating Across Your Organization 3 day

In this course, students will learn to build trust and commitment, motivating others through respectful and authentic interactions.

Learning Objectives

After completing this course, students will know how to:

- Identify the essential elements of effective communications within an organization
- Use knowledge of your self to build effective communication strategies
- Build communication strategies that leverages interpersonal and organizational awareness
- Apply effective facilitation skills

COURSE OUTLINE

1 - ELEMENTS OF COMMUNICATION

- Moving from Classical to Human Relations Communication
- Applying Communication Skills Across Mediums

2 - SELF-AWARENESS

- Weaving Together the 4 Elements of Self
- Managing the Physical Self
- Practicing Emotional Intelligence
- Understanding Those Who Think Differently
- Adapting to the 3 Learning Styles
- Cultivating Positivity

3 - INTERPERSONAL SKILLS

- Improving Listening with 7 Basic Skills
- Applying Verbal and Nonverbal Communication Skills
- Communicating Through Body Language

4 - ORGANIZATIONAL AWARENESS

- Enhancing Organizational Culture
- Leveraging a Good Culture for Effective Communication

5 - FACILITATION

- Understanding the Role of a Good Facilitator
- Becoming a Process Expert
- Focusing Your Facilitation Efforts

6 - COMMUNICATION STRATEGIES

- Choosing a Communication Method
- Reducing the Impact of Language Barriers
- Approaching Cultural, Regional, and Time Zone Differences
- Communicating Across Your Entire Organization