

## Communicating Across Your Organization | 3 Days

The success of leaders is rooted in the effectiveness of their teams, as well as savvy communication with colleagues. Guiding and empowering others and creating collaboration is essential. In this course, you will learn to build trust and commitment, motivating others through respectful and authentic interactions.

### Who Should Attend

Managers, directors, and other professionals responsible for planning and leading projects and programs.

### Job Roles

- Personal Development
- Leader of Teams/Projects
- Leader of Managers/Departments
- Organizational Strategic Leaders

### Objectives

- 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

#### Elements of Communication

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

#### 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

#### Interpersonal Skills

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

#### Organizational Awareness

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

#### Facilitation

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

#### Communication Strategies

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

### Topic-specific, post-class materials to enrich your journey.

eBooks, On-demand Courses, Quick Videos, Personal & Team Assessments, Tools & Templates

## Post-Class Reinforcement Materials

Each of the Leadership and Professional Development courses include a suite of post-class reinforcement materials that are unique to each title. Content such as e-books, quick videos, personal and team assessments, tools and templates, and other materials, have been selected to ensure that you continue your journey to ongoing success beyond the classroom. All e-assets, such as books and videos, come with 1-year access.

### Communicating Across Your Organization | 3 Days

#### Reinforcement Videos

- The Importance of Having a Vision featuring Erik Weißenmayer
- Aligning Vision with Priorities featuring Robert Kaplan
- Organizational Purpose: Start with Why featuring Simon Sinek
- The Six Questions to Organizational Clarity featuring Patrick Lencioni
- Why Vision Statements Fail featuring Mark Sanborn
- Pursue Your Vision Relentlessly featuring Peter Darbee
- Leadership Imperative: Keep Hope Alive! featuring Marty Evans
- Leaders Must Provide A Clear Direction featuring Robert Kaplan
- Creating Commitment to a Vision featuring Allan Cohen
- The Five Practices of Exemplary Leadership: Inspire a Shared Vision featuring Jim Kouzes
- Communicating a Vision for Change featuring John Kotter
- Focus on the Mission featuring Marshall Goldsmith
- Securing a Common Vision and Strategy featuring Nick Kugenthiran
- How to Shift your People from Passive to Purposeful featuring Peter Fuda

#### Book Summaries

- *The Inspiring Leader: Unlocking the Secrets of How Extraordinary Leaders Motivate* by John H. Zenger, Joseph R. Folkman and Scott K. Edinger
- *The Leader of the Future 2: Visions, Strategies and Practices for the New Era* by Frances Hesselbein and Marshall Goldsmith

#### Blueprints

- Establishing a Strategic Vision for Your Company by Thomas C. Knobel, Joe Cheek, Sigmund Anderman and John S. Chen

#### Leader-Led Activities

- Visionary Mindset Discussion Guide
- Vision into Action Facilitation Guide
- Vision as Catalyst Facilitation Guide
- Developing a Realistic, Powerful, and Compelling Vision Application Guide
- Planning to Communicate Vision Application Guide

#### Self-Assessment

- Visionary Leadership
- Vision Communication

#### Business Impact

- Business Impact: Communicating a Shared Vision

#### Challenge

- Challenge: Crafting an Organizational Vision

#### Tools

- Vision Catalyst
- Vision in Context
- Realistic Vision
- Vision Statements
- Organizational Conversation
- Vision Roll Out

#### Test

- Leadership Advantage Test Yourself: Leading Organizational Vision

#### Core Message

- Leadership Advantage: Leading Organizational Vision 2.0

#### Case Study

- Leveraging the Power of Vision
- Strategic Vision Alignment
- Shared Vision
- Communicating Vision

#### Key Concept

- Key Concept: Visionary Leadership
- Key Concept: Vision as Catalyst
- Key Concept: Developing a Powerful Vision Statement
- Key Concept: Leading a Vision Communication
- Key Concept: Moving the Vision Out

#### e-Books

- Simply Said: Communicating Better at Work and Beyond
- Stop Talking; Start Communicating: Counterintuitive Secrets to Success in Business and in Life
- Communicating Effectively: Write; Speak; and Present with Authority

#### Videos/Courses

- The Four Conversation Styles
- Commitment to Open Communication
- Question and Listen
- Using Positive Psychology to Communicate