

# Communicating Across Your Organization

## Course Overview

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This is a 3-day class

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.



[Download the Course Outline and Information on Post-Class Content](/Portals/0/Documents/CLD%20Outlines%20and%20Post%20Class/Communicating%20Across%20Your%20Organization.pdf).

## Who Should Attend

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

## Course 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

### 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



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## 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