

Communicating Across Your Organization

Course Overview

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.

This is a 3-day class



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

Communicating Across Your Organization

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