

Communication

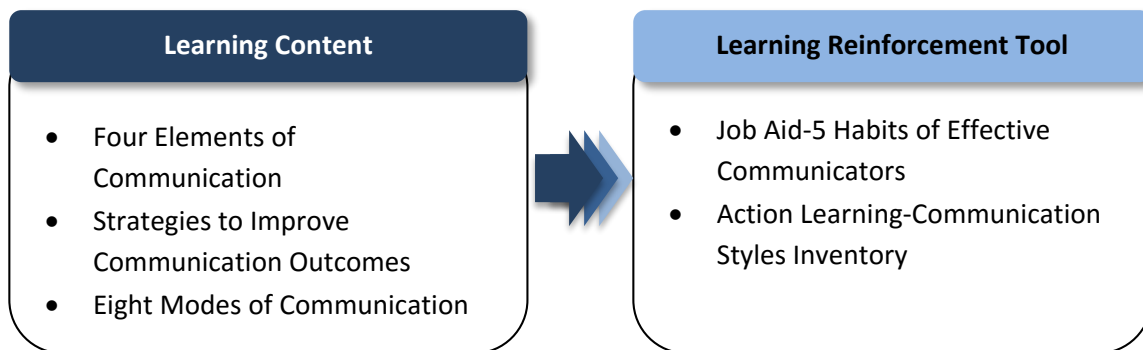
Effective communication is essential in today's organizations. Individual contributors, team members and supervisors all must be able to successfully give and get information using a variety of different tools. They must also be able to create understanding despite barriers to communication.

Participants will learn communication skills such as listening and creating clear messages, as well as the best uses for common communication modes.

Program Outcomes

- Differentiate communication and effective communication
- Recognize each element of the communication process, identify related barriers and make adjustments to improve communication outcomes
- Use the communication mode best suited to the situation

Learning Process



Program Length 4 Hours

Potential Applications

All or part of this course could be part of a solution to help organizations with the following objectives:

- Improving productivity by improving communication clarity
- Creating more transparency
- Helping new or tenured managers develop their ability to get their point across more effectively