



COMMUNICATION SKILLS

COMMUNICATING WITH IMPACT

When you speak do others listen? Are you able to quickly and concisely communicate your ideas to others via e-mail, voice-mail or meetings? The Communicating with Impact workshop is a 1 day session that introduces the foundational strategies, skills and mindset required to communicate and present effectively.

OUTCOMES

The participants of the Communicating with Impact workshop will:

- Explore the importance of effective communication in today's business environment
- Learn the importance of planning, structure, delivery skills and personal mindset to achieve outstanding results
- Understand the need to make messages clear, concise and relevant to the audience
- Develop communication strategies for voice-mail, e-mail and face to face conversations
- Learn to establish clear objectives for any communication or presentation
- Acquire the tools to effectively set up and structure impromptu and planned presentations
- Learn to select and create the most effective visual aids
- Gain tactics to create a powerful personal presence, which conveys confidence and subject matter expertise
- Learn how to create presentations within limited time constraints

Maximum attendance is 10 participants. Skills are developed through a series of exercises and an impromptu presentation.