



Professional Communications in Today's Workplace

This interactive, customized onsite workshop focuses on the obstacles that create misunderstanding and the successful behaviors and best practices that effectively overcome these obstacles. Written, electronic, verbal, and non-verbal approaches are emphasized. The professional communication training workshop also focuses on the value of asking questions and how to actively listen and paraphrase.

Learning Objectives

In this customized onsite workshop, your team will learn how to

- Determine the obstacles that are interfering with messaging
- Analyze their audience and determine the outcome
- Decide upon the medium to send messages
- Implement active listening strategies

Offered as a customized onsite workshop.