



Communicating Effectively

Strengthen alignment and effectiveness with intentional communication that fosters clarity, trust and productivity.

In a world where understanding and trust are essential, strong communication skills are critical for driving engagement, performance, and overall success. *Communicating Effectively* provides essential strategies and best practices for intentional communication that gets everyone on the same page and moving in the same direction.

Through engaging activities and in-depth peer discussions, leaders will learn to hone their communication skills to create a trust-filled workplace. Participants will learn to apply a three-phase strategy for communication that enhances collaboration, minimizes confusion and improves performance.

Learning Outcome

Upon completion of this program, participants should be able to:

- Apply personalized, actionable strategies for effective communication



Leaders of
Others



Two Hours



In-Person
Instructor-Led



Virtual
Instructor-Led



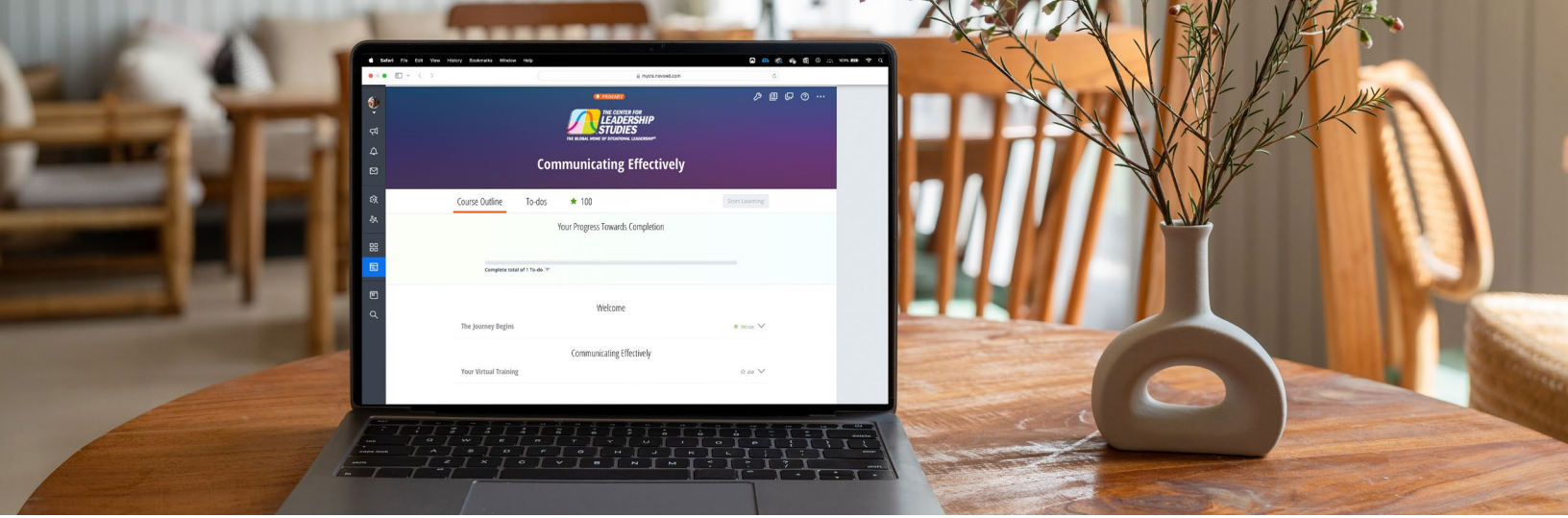
Self-
Paced



E-Certification



Sustainment
Support



Agenda

- Communication in the Workplace
- Defining Communicating Effectively
- The Importance of Effective Communication
- Evaluate Your Communication
- Your Ideal State
- Three Phases to an Effective Communication Strategy
- Communicating Effectively Practice
- Things That Prevent Effective Communication
- Self-Assessment
- Communicating Effectively Role-Play

“The breakout groups and interaction with others were on point! The energy and pace of the course was right on target. The instructor made sure to keep the participants engaged.”

–Director of Operations

“I really liked the way the phases were discussed. Breaking it down into the purpose, approach and outcome feels like a very doable thing to make a bigger impact when communicating.”

–Sales Executive

“This course was spot on and relevant to my day-to-day work. Interacting with people from diverse backgrounds helped me better understand the various needs when communicating and gave me a solid framework to consider how to best communicate in different scenarios.”

–Director of Learning & Development

Learning Formats

MODALITY	In-Person Instructor-Led	Virtual Instructor-Led	Self-Paced
DURATION	2 hours	2 hours	2 hours
SEAT TIME	2 hours	2 hours	2 hours
LEARNING STYLE	Synchronous	Synchronous	Asynchronous
MATERIALS	Participant Handout	Digital Participant Handout	Digital Participant Handout