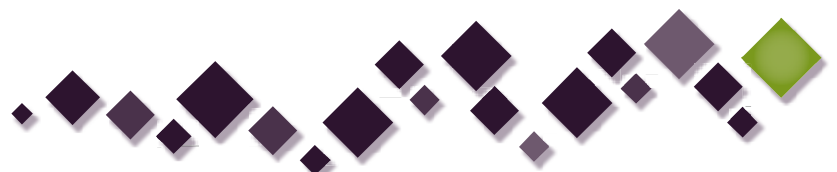


# Effective Workplace Communication

for

Thursday, 7th July 2011

- ◆ presentation skills and coaching
- ◆ executive coaching and mentoring
- ◆ business development
- ◆ meeting facilitation





## **Effective Workplace Communication**

Effective workplace communication has a dramatic impact on the success of any business. As leaders you need to reinforce the business direction, capabilities and plans; identify key opportunities and challenges ahead and position the business's performance and priorities.

Tight time pressures and demands can often mean you don't get quality time to clearly think about what you want to say or prepare how you will say it. This can impact the performance and effectiveness of your communication and ultimately the results you achieve.

In this program you will enhance your ability to have quality conversations with individuals and teams; making it easier to increase engagement and achieve a sustainable improvement in performance. You will learn how to identify people's preferred communications style, how to relate well with others by using your skills to build rapport, and communicate succinctly and powerfully.

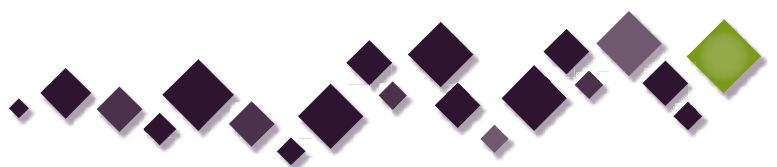
### **Topics covered include:**

- ◆ **Understanding** communication styles
- ◆ **Clarifying** your key ideas and messages
- ◆ **Developing** and **maintaining** rapport
- ◆ **Powerfully opening** and creating a context for a conversation
- ◆ **Checking** for shared understanding
- ◆ **Communicating** your ideas with confidence and control

### **Outcomes for this meeting:**

You can expect to gain an increased:

- ◆ Awareness of your personal communication style and skills
- ◆ Understanding of how to connect and communicate with others
- ◆ Skills for preparing and delivering communications that work





## Impact, clarity & confidence

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<b>Date/Time:</b>	7 <sup>th</sup> July 2011	9.00pm to 12.30pm
<b>Venue:</b>	9th Floor, 40 St George's Terrace, Perth	
<b>Group Size:</b>	10 Max participants	
<b>Investment Cost:</b>	\$350.00 inclusive of GST per person	

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### **We guarantee your satisfaction!**

If you are not totally satisfied with our program, you will receive 100% money back guarantee.

For further information about this service please contact Fiona McNiece by phone on 0438 240 668 or email [fiona@positivepersuasion.com.au](mailto:fiona@positivepersuasion.com.au).

