



How to Become an Awesome Communicator!

The ability to communicate well is arguably one of the most important business skills, no matter what your industry. Yet so many of us haven't been trained in HOW to best communicate with co-workers and clients. In today's fast moving business world, your ability to communicate can make or break your career! Effective communication occurs when the receiver clearly understands the information or idea that the sender transmitted. The best communicators learn to convey ideas clearly and consistently to a variety of audiences, turning their communications skills into true power tools they can use to carve out career growth and personal successes. This session explores the fundamentals of effective communication in our digital age and gives you proven methods to help strengthen your skills.

- How to get your message across correctly and clearly
- How to set expectations – making sure expectations are clear, ensuring audience understanding and buy-in, and eliciting questions
- Understanding the Communication Pie (body language, tone and words)
- Review the Communication Tools with pro's & con's (face to face, email, phone)
- Professionalism in regards to email
- Email Etiquette

