

# Business Communications

## PROGRAM OVERVIEW:

Today's organizations depend on a wide variety of communication formats. In this program, participants will learn principles of communicating clearly and concisely so they can maximize efficiency, make better decisions, and facilitate more impactful collaboration.

This hands-on class provides a framework for one-on-one conversations, presentations, presenting feedback, and internal and external messaging and is ideal for managers of people and/or projects.

## TOPICS INCLUDE:

- Customizing communication style to the needs of specific audiences.
- Master strategies for informing, connecting, and persuading.
- Expressing simply so content is quickly understood
- Interacting with teams, managers, and subordinates when the stakes are high
- Adding polish so messages are professionally presented
- Approaches for both in-person and remote workforce communication.

## DURATION:

This program is 1 day

## FEE:

Check the website for fees.

## AUDIENCE:

Business investing in an employee or an individual wanting to further develop their skill set in the area of business communications.

