

## Communicating Across Your Organization

### Overview

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In this course, students will learn to build trust and commitment, motivating others through respectful and authentic interactions.

### Target Audience

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Managers, directors, and other professionals responsible for planning and leading projects and programs.

### Course Objectives

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After completing this course, students will know how to:

- Identify the essential elements of effective communications within an organization
- Use knowledge of your self to build effective communication strategies
- Build communication strategies that leverages interpersonal and organizational awareness
- Apply effective facilitation skills

### Course Outline

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#### 1 - Elements of Communication

Moving from Classical to Human Relations Communication  
Applying Communication Skills Across Mediums

#### 2 - Self-Awareness

Weaving Together the 4 Elements of Self  
Managing the Physical Self  
Practicing Emotional Intelligence  
Understanding Those Who Think Differently  
Adapting to the 3 Learning Styles  
Cultivating Positivity

#### 3 - Interpersonal Skills

Improving Listening with 7 Basic Skills  
Applying Verbal and Nonverbal Communication Skills  
Communicating Through Body Language

#### 4 - Organizational Awareness

Enhancing Organizational Culture  
Leveraging a Good Culture for Effective Communication

#### 5 - Facilitation

Understanding the Role of a Good Facilitator  
Becoming a Process Expert  
Focusing Your Facilitation Efforts

#### 6 - Communication Strategies

Choosing a Communication Method  
Reducing the Impact of Language Barriers  
Approaching Cultural, Regional, and Time Zone Differences  
Communicating Across Your Entire Organization

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