

## Communicating Across Your Organization

### Overview

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

### Target Audience

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

### Course Objectives

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

#### 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

[Register Online](#)

### Schedule

Class Length: 3 Days

G2R = "Guaranteed to Run" | OLL = "Online LIVE"  
 ILT = "Instructor-Led-Training"

03/23/22	10:00AM - 6:00PM	Dallas	OLL	\$2,250.00
06/29/22	8:00AM - 4:00PM	Dallas	OLL	\$2,250.00

### **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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