



## **Communicate Confidently – Anytime, Anywhere**

Being able to communicate confidently and effectively is an essential skill in any environment. At networking events do you find it hard to start and engage in conversations? Do you get nervous when presenting or leading an organizational meeting? This workshop is designed to give you the confidence and skills to interact with others and to speak in formal and informal settings, one on one, small group settings or large group settings. Workshop length and content can be customized to meet your training needs.

### **How You Will Benefit:**

- Enhance the ability to speak one-on-one with others.
- Feel more confident speaking socially or small groups such as meetings
- Practice developing these skills in a safe and supportive setting

### **What Will Be Covered:**

- Good communication skills
- Barriers to communication
- The skill of interactive listening
- Interpersonal skills
- Self-disclosure
- The art of conversation
- Re-designing yourself for strength
- Professionalism
- Fifteen ways to master a meeting
- Sticky situations
- Controlling physical & mental nervousness

### **Who Should Attend:**

- Executives and Senior Level Managers
- Individuals in Management and Leadership roles who want to enhance effectiveness
- High Potentials
- Individual Contributors

### **Let's Get Started?**

1. Contact us to get more information
2. We will tailor the program for your audience
3. Execute the training solution

### **What's Included?**

1. Virtual or Classroom facilitation by an expert facilitator
2. Dynamic Interactive Experience
3. Specialized course workbook and materials
4. Personalized certificate of completion