

COMMUNICATING UP, DOWN AND ACROSS THE ORGANIZATION

Gain recognition, build stronger work relationships and deliver high- value result for yourself and organization. Leaders appreciate when employees take the responsibility to communicate new ideas, innovations and better ways to get the work accomplished. This seminar offers practical strategies for informing and influencing others –no matter where they fit in the organizational chart.

HOW WILL YOU BENEFIT

- Gain recognition by showing managerial effectiveness, leadership and creativity
- Create new opportunities for yourself within your organization
- Break down the barriers that stand between team and cooperation and organizational effectiveness
- Reduce frustration by building cooperation between silos
- Enhance productivity by gaining support and commitment
- Build esprit de corps and productive workplace relationships

WHAT YOU WILL COVER

- Acquiring confidence, self- esteem and self -concept to project a positive external image
- Establishing trust and credibility for stronger work relationship
- Creating messages that address listeners' needs, wants and priorities
- Using listening skills to create high impact messages
- Communicating ideas in terms listeners care about
- Adapting messages to others' communication and learning styles
- Shaping others' responses using direct and indirect messages

WHO SHOULD ATTEND: Those who want to build the communication skills that encourage dialogue throughout the organization.