Overview:

Communication is not just about what you say or write. Effective communication is about building rapport. The key to any successful relationship between two people is knowing when, where and how to communicate.

Communicating for Maximum Impact enables you to create productive day-to-day interactions with your group or team, so everyone is aligned, prepared and able to achieve their maximum potential ...and your desired outcome.

Description:

As a business professional, your role often involves getting things done through others. Therefore, your most powerful tool could be the ability to communicate. This interactive workshop helps you recognize when to communicate, how to do it effectively, and what to do when obstacles get in your way.

You’ll discover how proper communication allows you to more successfully provide feedback, conduct coaching, motivate your staff, resolve conflict and meet everyday workplace challenges— all with an eye toward becoming a manager who helps team members achieve results.

Audience:

Professionals at all levels who wish to obtain better results from day to day communication.

Learnings:

- Create an atmosphere of trust and respect that leads to open communication
- Telegraph support and rapport to enhance the performance of others in the organization
- Build your capabilities to speak persuasively, listen accurately and write effectively
- Develop an environment in which team members feel free to be creative and take intelligent risks
- Overcome your personal roadblocks to inspiring communication
- Enhance your ability to speak persuasively, listen accurately and write effectively
Facilitator:

Monica Scalf is a facilitator for the Xavier Leadership Center and the founder of a consulting company in Cincinnati, Ohio. As a writer, teacher, and researcher, Monica develops and delivers professional development content that helps individuals learn practical skills to create positive and profitable work environments.

A former sales professional, Xavier University adjunct professor of English, and author, Monica specializes in teaching communication skills, personal branding, productivity, team building, and stress management.

She has delivered her interactive workshops at various corporations including P&G, Lexis Nexis, Deloitte, and Great American Insurance. She is also a certified Everything DiSC and Five Behaviors of a Cohesive Team facilitator.