

# Communications Excellence



Oral, written, and interpersonal communication all play vital roles in working with colleagues and clients. This multi-day workshop is a master class to help participants use tools effectively in all three forms of business communication.

## Workshop Info

<b>Pricing*</b>	\$19,000
<b>Max Participants</b>	25
<b>Length &amp; Delivery</b>	2-day, 2 Consultant In-Person or Virtual

Pricing includes customization, all workshop material, and follow-up coaching for 1-year.

*\*Talk with an IFI consultant for additional pricing, content and delivery options.*

## Participant Outcomes

- Quickly **organize and design** client-centered messages
- **Choose the right form** of communication for your audience
- Learn how our business environment is changing and **how to keep up**
- **Correct the most common mistakes** in communicating with customers & coworkers

## Material Covered

- The Process Approach
- Communication Delivery
- Strategic Listening
- Understanding Audience & Collaborators
- Adapting Communication

## Organizational Outcomes

- Fewer miscommunication errors
- Less interpersonal conflict
- Quicker, better constructed communication



## Just a Little Bit Better

Habits & skills form when we consistently and regularly apply principles, becoming just a little bit better one "drop" at a time.

Our training process transfers skill through:

- **Pre-workshop customization**
- **Engaging, tool-based workshops**
  - Fun, 70% exercise-based workshops
- **Regular post-workshop follow-up**
  - Follow-up for one year following training

Find out more at <https://ifitraining.com/ce>