

Communication Excellence

Part of the “Communication Connections” Curriculum

A 1-day workshop designed to improve the quality of documents, presentations, meetings, one-on-one interaction, and all forms of communication.

Why train your professionals in Communication Excellence?

The number one productivity killer in your organization is poor communication. It’s everywhere – from poor emails to boring presentations to meetings that never end. Poor communication also sends a dangerous message to your customers – you don’t care about quality (or don’t know what it is).

To succeed in business, your professionals need to have great written, oral, and interpersonal communication skills. In **Communication Excellence**, participants learn to use a simple, yet very effective tool to organize thoughts into documents, presentations, and interpersonal communication.

What are poor communication skills costing your company?!

What skills will a participant learn?

By attending the *Communication Excellence* workshop, your professionals will learn how to:

- Choose the **best method** of communicating any message to any audience
- Improve employee productivity by **decreasing unneeded messages**
- Write an email that gets **acted upon**
- **Avoid offending** people with negative tone
- Make presentations that **keep the audience engaged**
- Keep **meetings on track** and focused on productive outcomes
- Reduce writing time by **up to 50%**

How will the participant benefit from the Communication Excellence workshop?

- Better engage your audience
- More effective time management
- More efficient communication
- Increased and improved responses on action items
- Enhance personal and business lives
- Relate more effectively with people

How will the corporation benefit from the Communication Excellence workshop?

After training, your organization will see:

- ✓ Better business decisions
- ✓ Improved communication flow
- ✓ More empowered employees
- ✓ Increased customer satisfaction
- ✓ Fewer conflict and personality problems



Improving all forms of communication!