

Communication Fundamentals

Aim

Communicating clearly and maximizing potential

What's it all about?

This seminar looks at the key skills leaders need to communicate in the workplace today. Today technical skills are not enough; everyone needs to get their message over to improve team work, team/cross functional relations and personal prospects. This course will ground people in those skills.

Why iOpener?

The whole team relies on these skills to lead and manage workshops. We model them in what we do, and how we do it. And without them it would be impossible for us to work multi-nationally or with diverse groups.

How?

We'll concentrate on interactive and practical exercises with different methodologies including several skills practice sessions with immediate feedback, flip chart exercises, video clips, card sorts and multiple choice exercises. Participants will receive peer and 1:1 feedback.

Participants?

This workshop is for eight participants. They should supply any assessments, PDPs or profiling tools they have recently completed (NEO, MBTI, Belbin, 16PF etc) to continue working with them for further insight.

Outcomes:

Participants will:

- Gain a thorough knowledge of the principles and components of successful interpersonal communication
- Develop an awareness of personal style and development pointers
- Practise the tools of effective communication so that others see them as they wish to be seen
- Improve performance and build confidence

Participants cover:

- Understanding key principles of good communication
- Becoming self-aware: strengths and development needs
- Transmitting the message: the means to buy-in
- Rapport building: others' wavelengths
- Using language: building positive frames, structure and clarity of communication
- Putting an idea into the world: making it short and snappy
- Understanding what affects your messaging ability
- Projecting confidence and leaving a positive impression
- Staying on track: checking mechanism

Target group

Any frontline leader who wants to build oral communication skills

Duration

1-2 day