



Communicating is more difficult in today's fast-paced technological world. It takes special skills to get people to listen to you - skills you will learn in this interactive media presentation. This dynamic course will help you identify the key elements of communicating and learn specific techniques for improving. Send a clear message...be a powerful communicator.

You'll learn how to easily improve the way you communicate and start reaping the rewards immediately! People will respond to you more positively. You won't have to repeat yourself over and over, trying to be understood. You'll be more in tune with what others need and be more assertive in getting your needs met. Send a clear message...be a powerful communicator..

Powerful Communication Skills is a 1 Session - 1 to 2 hour E-Learning.

Prerequisites

- Introduction to Windows or Equivalent Experience

Content

- Communication Skills
- Listening Concepts
- Attending, Following, Reflecting and Listening Skills
- Communication Methods
- Emotional Control
- Being Effective
- Basic Communication Skills
- Public Speaking
- Writing Skills
- Applying Skills
- Pressurized Situations
- Negative Self-talk and Handling Criticism
- Problem Solving
- Conflict Management
- Communication Tools

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