

## **Employee Training – Communication Skills**

Employee Centric offers a Communication Skills training class for *any employee* who wants to communicate more effectively in the workplace.

The class is designed for a half-day session, however, it can be modified to be offered in a one-hour condensed session for speaking engagements and company meetings.

Communication Skills is interactive and hands-on. Participants will leave with a better sense of their own communication style and how to adapt to those of others.

### **Program Objectives:**

At the conclusion of the seminar, participants will be able to:

- Develop communication strategies appropriate to the situation
- Recognize when to use different methods to be effective
- Demonstrate an awareness of the audience and how to design the appropriate message
- Demonstrate good listening techniques
- Practice effective communication skills

### **Program Outline:**

- Introductions
- Course Objectives
- What is Communication?
- Barriers to Effective Communication
- Four Communication Styles - DISC
- Skill Practice Using DISC
- The Three A's of Effective Communication

### **How Can I Get Started?**

Contact us for a complimentary consultation to find out if Employee Centric can work for your company.

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