

Business Communications

Program Duration: 1 day



Connect with others in a way that ensures your intended message gets through, fosters rapport, and builds trust.

Business Communications focuses on how to create productive day-to-day communications, both verbal and written, so that you can reach your desired results while building collaborative relationships.

The first part of this interactive workshop focuses on improving verbal communication skills including providing meaningful feedback, resolving conflict, and meeting everyday workplace challenges. The second portion of the class emphasizes effective written communication in the digital age, including crafting clear and concise messages, being other-centered, and increasing the professionalism in your writing.

Both parts are geared toward becoming a manager who exhibits strong communication skills and helps other team members achieve results.

Participants will walk away with these skills:

- Utilizing techniques to create an atmosphere of rapport and trust that leads to productive communication
- Grabbing attention effectively, sharing information clearly, and speaking persuasively
- Employing tools to navigate roadblocks to productive verbal communication
- Building capabilities to write clearly, concisely, and correctly
- Applying methods to craft written message that compel action and get results
- Utilizing skills to proofread your writing to increase your credibility and professionalism

Audience

Professionals at all levels who wish to obtain better results from day-to-day communication.

Cost

\$650.00 General Registration

\$585.00 Xavier Alumni, Military/Govt./Non-profit

0.6 CEUs will be issued for this program