

Excellence in Communications Certificate

Program Duration: 4 days



Participants will walk away as strong, well rounded business communicators with effective written, verbal and non-verbal skills.

Sharpen your leadership voice and gain skills to become an excellent communicator by earning this certificate. This certificate provides techniques that will allow you to create clear written and verbal messaging, engage confidently in critical conversations, provide impactful presentations, and develop a clear leadership presence. The requirements to earn this certificate and digital badge are:

- Attending the following one-day programs within the same semester (Fall or Spring):
 - The Leader's Voice
 - Creating Effective Presentations
 - Business Communications
 - Critical Conversations for Managing Conflict
- Completing a facilitator evaluated post-program project to demonstrate proof of knowledge of the concepts gained from the communication programs included in this certificate.

Participants will walk away with these skills:

- Creating an atmosphere of rapport and trust that leads to productive communication
- Utilizing techniques to enhance your ability to grab attention, share information clearly, and speak persuasively
- Employing strategies to create and maintain good working relationships
- Exercising tools to remain calm, respectful, and rational during heated discussions
- Applying different communication methods to achieve maximum results
- Demonstrating the skills required to keep your presentations engaging and productive
- Persuading and influencing others both vocally and visually
- Translating data into a story that is both compelling and useful to an audience
- Creating personal communication strategies and plans that align with business goals
- Developing content that addresses what audiences need to know, believe and feel
- Ensuring what you say is what people hear

Audience

Professionals at any level who want to increase their communications skills.

Cost

\$2,200.00 General Registration

\$1,980.00 Xavier Alumni, Military/Govt./Non-profit

2.4 CEUs will be issued for this program

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Module 1: The Leaders Voice

The first part of this energizing, interactive workshop focuses on why leadership communication is so essential, who you'll need to reach with your messages, and how to ensure your communication gets through and gets results. The second part focuses on what you need to communicate in critical leadership situations including stepping into a new leadership role, leading through significant change, pitching a product or service, or sharing a vision that inspires confidence and action.

You'll close the day by developing a personal communication action plan that you can begin to apply immediately.

Module 2: Creating Effective Presentations

Exceptional presentation skills are essential to your success. In order to move forward with your career, you'll need to be an extraordinary communicator. To give a presentation that has a lasting impact and yields results for your team and organization, you'll need more than a few fancy fonts and pie charts. In this dynamic and interactive program series, you will learn the required personal and technical skills that will take your presentation to the next level.

Module 3: Business Communications

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 part 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.

Module 4: Critical Conversations for Managing Conflict

Meaningful conversations yield better results. When we are stuck because we are avoiding a needed conversation or having a conversation more often than we want, it is a sign that we are talking but not really conversing. Learning the proven skills that help frame how, when and what we say can yield amazing results. Critical conversations can be applied anywhere with anyone. These skills improve relationships, reduce stress, minimize conflict, improve productivity and best of all improve our ability to be effective.

Digital Badge:

Xavier Leadership Center is proud to offer each participant a digital badge once participants have met program completion criteria. Digital badges include a direct link to view program credentials, and can be utilized by participants on social media and digital resumes.

