



***Effective communication skills are essential for your future business success.***

You have a story to tell; a product to pitch; new clients to acquire; current clients and stakeholders to satisfy. You need to organize and deliver results within a very narrow time frame. With all of the technology available to speed up communications, why are people feeling overwhelmed?

Business communication does not need to be complex; however it does require logical and compelling content. And developing those skills will guarantee your successful business communications, written or spoken.

This seminar will help you communicate better and get the results you need in today's diverse, fast-moving, and increasingly technical business environment.

### **Participants Will:**

- Learn 6 steps of an effective communication process
- Identify 6 types of questions to use when checking for understanding
- Learn tips to get your email read and get the results you need
- Understand the advantages /disadvantages of e-meetings, conference calls, IM and wireless text messaging
- Use presentation software (PowerPoint) effectively and on short notice
- Understand the difference between data and information and when each is appropriate to use
- Learn simple negotiating skills to use in every meeting and personal interaction
- Learn how to be assertive in the office without being aggressive
- Effectively run a meeting to save time and get results
- Learn to use EQ, the "Ultimate Corporate Secret"
- Learn the #1 communication skill "Leaders" have in common
- Understand 10 important tips for written material in the business environment

### **Organizational Benefits:**

- Higher personal productivity
- Increased effectiveness of communication
- Improved time management

If you would like more information, or a complete quote, for having this course delivered in your organization, please contact us!

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