



Communicating with Impact!

Seventy-five percent of your time at work you are communicating. If you want to work effectively with others, you must learn to communicate effectively. Communication is only effective when your receiver hears, understands, and knows what to do with the information that you send. This seminar will help strengthen your communication skills so that you can get the best results at work, whether you are communicating with your coworkers, your boss, your vendors, or your customers.

You'll learn how to:

- Communicate effectively with all types of people
- Deal with gender differences in communications styles
- Deal with the four different generations of people in the workforce today
- Adapt your communication style to the style of those around you
- Improve the fundamental, critical, and essential skill of listening
- Communicate assertively without saying a word
- Save time and energy with written and electronic messages
- Avoid the most common communication pitfalls
- Give effective feedback without creating bad feelings

Who Will Benefit?

Essential for managers, supervisors, team leaders, and employees at all levels who are interested in communicating more confidently and effectively.

Act Now!

Excellent communication skills are the most powerful career and personal skills you can possess. Teach your staff this valuable skill and receive the benefit of more effective communications in your organization.

Call **1-877-400-8647** to schedule this vital seminar today!