

The foundation for all  
interpersonal skill training



## Foundations of Effective Communication Workshop Description

### Overview

*Foundations of Effective Communication* will enhance participants' personal communication abilities by reducing relationship stress, tension and conflict. Participants learn and practice the five Communication Foundations (Monitoring Your Behavior, Assertiveness, Reciprocity, Control and Influence, and Personal Accountability), as well as how to deal with personal hot

### Objectives

Upon completion of this workshop participants will be able to:

- Communicate their messages through effective use of words, voice and body.
- Apply specific tips/techniques to improve on the job communication.
- Respond to challenging situations without getting hooked.
- Apply the five Communication Foundations on an ongoing basis.

### Learning Methods and Delivery

*Foundations of Effective Communication* utilizes the latest in adult learning methodology including large and small group discussion, individual application, skill practice with feedback and real on-the-job examples.

*Foundations of Effective Communication* should be the first workshop conducted in any series of interpersonal skill workshops.

*Foundations of Effective Communications* can be delivered by our facilitators or certified client facilitators.

### Target Audience

All employees

### Learning Time

3 hours

### Class Size

Typical class size 12 to 20



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