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**“Professionally Speaking”**

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A Different Kind of Speaker  
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<b>Program Title</b>		<b>“Successful Communication In Any Workplace”</b>	
<b>Hours</b>	3 - 5	<b>Presentation Format:</b>	Microsoft PowerPoint
<b>Course Description</b>		Learn to build respect and relationships through effective use of verbal and visual techniques. Identify how power defines success and use the secrets of the most admired communicators to be heard, listened to, respected and successful. Successful communicators are talked about, written about and sung about. This course will teach you the verbal and visual secrets needed to communicate your way to the top.	
<b>Highlights</b>		In today’s workplace, it is often the communication of ideas and directions that is ineffective –not the ideas or directions themselves. Because staff time and hours are often lean, the ability to say it once and be understood is crucial. With the right skills, communication can make the difference between a department that functions well together and one that falters.	
<b>Special Points</b>		Participants will: <ul style="list-style-type: none"> <li>• Begin using verbal power competencies that showcase skills</li> <li>• Begin using visual power competencies that showcase skills</li> <li>• Discover 13 ways to advertise your working skills</li> <li>• Identify the vital importance of first impressions</li> <li>• Outline why “data” is your secret weapon</li> <li>• Discuss the purpose of all communications</li> <li>• Distinguish and choose the type of power that reflects their level of competency</li> <li>• Recognize when silence is the most powerful communication choice</li> </ul>	