Communication Essentials

Clear Communication Makes Productive Workplaces

The art of listening and dialoguing.

A productive workplace is one where clear and open communication is the norm. Dysfunctional workplaces are filled with misunderstandings, assumptions, and fault-finding.

Businesses plagued by poor communication cannot thrive—it produces a corrosive environment that saps resources and morale.

Communication Essentials Online teaches your employees the keys to really listening to others, asking thoughtful and open questions, staying positive, and productively sharing honest feedback in a helpful manner. Once people start doing this, morale and productivity increase, helping them reach their potential.

Outcomes

- Improve interpersonal effectiveness
- Increase team productivity
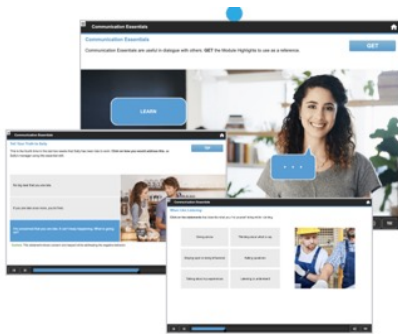- Increase employee engagement and connection
- Avoid unproductive conflict

Learning Objectives

- **Listen with the intent of being influenced**
- **Ask questions that draw out insights and ideas from the other person**
- **Share relevant and candid information and context**
- **Express confidence to build self-assurance and enthusiasm**

LEARNER Experience

Communication Essentials Online is a crash course in the skills essential for good communication. In a power-packed 20 minutes, learners are immersed in the essentials of listening and sharing.

Learners are kept engaged through microlearning activities, interactive learning and practice, and tools for success.

Learning Design

Micro-activities: Seven modules, organized into bite-sized pieces ranging from one to five minutes

Interactive Exercises: Fun, engaging activities, including videos, games, stories, case studies, and online discussions

Tools for Success: A variety of activities and tools to help learners practice and apply their new skills

Who Is Communication Essentials For?

- Anyone who wants to have quality conversations with others
- A geographically dispersed workforce
- Modern learners who prefer online delivery

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