

Communication Excellence

Program Overview

Effective communication is a critical skill all leaders and managers need to develop. What is your communication style and how can it influence your effectiveness as a leader? How do you build your credibility and manage difficult conversations through communication? This highly interactive two-day program will help you discover your leadership communication style and learn how to lead more successfully through communication. In addition, you will create and deliver a short presentation to practice and develop your ability to influence and present your ideas in a compelling manner. The skills and strategies you will gain from this program will provide the tools to empower you to enhance your leadership presence and communication effectiveness.

Learning Objectives

- Identify your leadership communication style
- Understand the fundamentals of Communication
- Assess the quality of your own Communication
- Understand biases that may impact communication and leadership
- Learn the key elements of effective digital presentations
- Insight to utilize your strengths while delivering an effective presentation

Program Approach

During this program you will be exposed to five learning methods: experiential simulations, video demonstrations, case studies, skills application and personal reflection.

Major Benefits of Leadership Excellence Program

- Deepen participants' understanding of the importance of Communication
- Develop key skills and practical "how to's" for leaders to lead their workforce more effectively using effective communication
- Gain a greater appreciation for personal strengths and development areas in Communication
- Experience a comprehensive and diverse approach to Communication

Delivery Options

Tailored on-site, instructor-led programs

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Topics Covered

While program content and agendas are tailored based on your industry, products and services, and the skills that will make a difference for your team, topics typically include:

Understanding your Communication Style

- What are communication cards?
- What is your card inventory?
- What is your communication style?
- What are your gender, cultural, and professional biases?

Using Your Leader Card to Build Business Relationships and Teams

- What are the key communication leadership demands?
- Examine your leader talk card • Five key leader talk card topics
- Using your leader talk card to lead teams

Using Your Leader Card to Build Digital Presentations

- Leader talk card communication competence
- Effective presentations for leaders
- Key design issues for both PowerPoint presentations
- Planning an effective presentation, gaining audience buy-in, key delivery goals

Crafting and Delivering a Digital Presentation

- Creating and delivering a digital presentation (teams of 2-3)
- Evaluation and feedback on presentations
- Final review, wrap-up, conclusions