



## Leadership Communications

Rising to the challenge of leadership has so much to do with your ability to communicate clearly and effectively.

Whether introducing new directives, setting standards, or pursuing goals, the ability to connect, engage, and convey a message can make all the difference in your success.

Although this is a module on leadership communications, the principles can be applied to the rest of your life as well.

They are useful not only for improving workplace output and connection, but also for bringing increased happiness and satisfaction throughout your life.

## Outcomes

1. Understand the nature of leadership communications.
2. Understand which kind of communication medium is best to use in each situation.
3. Understand how to give and receive feedback.
4. Know how to communicate non-defensively.
5. Know the different modes of communication.
6. Know how to prepare and deliver effective presentations.
7. Understand how to overcome the barriers to communications and employ active listening.

## Recommended Learners

### Higher Education

- Undergraduate Students
- Graduate Students
- English as a Second Language Students

### Business, Industry, Nonprofits, & Agencies

- New Supervisors
- Step-up Supervisors
- Front-line Managers
- Contributing Team Members
- Senior Managers

## Speakers vs. Communicators

Understanding the difference between someone who just speaks and someone who actually communicates is essential to becoming a better communicator. This short animated video illustrates how to become a communicator.

**4.**

**ROOM LAYOUT**   **PROXIMITY OF SPEAKER TO AUDIENCE**

**Speakers focus on technique / Communicators focus**

*An example of a learning event in our Leading Edge Learning modules. The types of instructional content within the modules include: readings, videos, transcripts, audios, interactive questions, offline application exercises, flash cards, narrated presentations, matching exercises, relevant articles, downloads, a final exam, and other activities designed to engage learners based on recognized science of learning educational concepts.*

### Applications and Best Practices

#### Higher Education

- ✓ Helping new undergraduate students improve communication skills.
- ✓ Include in a career center for workplace skills development.
- ✓ Teach English communication skills to non-native speakers.

#### Business, Industry, Nonprofits, & Agencies

- ✓ Developing the communication skills of new employees.
- ✓ Helping new supervisors and managers with their communication skills.
- ✓ Honing the communication skills of senior leaders.

### Pricing

Module is Approximately 3-5 Learner Hours

1-100 Learners per Year  
\$49 per Learner

101-500 Learners per Year  
\$44 per Learner

500+ Learners per Year  
\$39 per Learner