

Workplace Communications

Communication in the workplace is one of the signs of a high-performance culture. Effective communication occurs when a message is sent and received accurately. In every aspect of life, both professional and personal, effective communication is important to success and happiness.

Effective communication in the workplace is central to all business goals. Communication can be formal, informal, internal, or external. Effective communication is the key to achieving long-term success, so make sure you follow the above outline strategies.

Such communications include verbal, nonverbal, and written communications. The most common source of workplace conflict is poor communications, which can reduce a manager's leadership effectiveness by 20% or more.



Solutions

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.

Business Writing Fundamentals. Writing is something learners will be expected to do well as they move into the professional business world. The module teaches the basics of writing a business letter, preparing a report, writing for a publication such as a peer-review journal or a book, and choosing the appropriate method or technology to convey messages.

Business Communications. Business communication is critical in today's workforce. Through an exchange of verbal or written statements, the ability to communicate is vital in creating an understanding of strategic goals, focus, or events. This module provides an understanding of foundational principals of communication, interpersonal dynamics in organizations, the variances in communicating with internal and external audiences, crisis, risk communication, and developing impactful communication in professional presentations.

Speaking Pro and The Perfect Voice by Roger Love. Roger Love is recognized as one of the world's leading authorities on voice. No other vocal coach in history has been more commercially successful in both the speaking and singing fields. He has vocally produced more than 150 million-unit sales worldwide, wrote three top-selling books, created multiple bestselling videos and online programs, and appeared as a regular in four major network television shows.

Individual Modules

- Business Communications (3-5 hours, \$49)
- Leadership Communications (3-5 hours, \$49)
- Business Writing Fundamentals (3-5 hours, \$49)
- Speaking Pro by Roger Love (12-15 hours, \$150)
- The Perfect Voice by Roger Love (12-15 hours, \$150)

Applications and Best Practices

- ✓ Helping new undergraduate students improve oral and written communication skills.
- ✓ Include in a career center for workplace skills development.
- ✓ Teach English oral and written communication skills to non-native speakers.
- ✓ Developing the communication and writing skills of new employees.
- ✓ Helping new supervisors and managers with their communication and writing skills.
- ✓ Honing the communication and writing skills of senior leaders.

Pricing

Pricing is based on number of learner hours and the annual expected quantities. Modules are sold individually and in course packs. **Contact us** to develop a customized solution that works for your specific requirements.

Course Pack Lite includes a combination of individual topic-based modules up to 15 learner hours, e. g., two academic leveling modules and Write & Cite®. A Course Pack Lite also includes individual mid-duration modules, approximately 12-15 learner hours each.

Course Pack includes a combination of individual modules up to 60 learner hours. A Course Pack also includes individual longer-duration modules, approximately 20-60 learner hours each.

Course Pack Plus is a combination of individual modules up to 135 learner hours.