

Effective Communication Skills and Strategies

As your responsibilities grow within an organization, your communication skills become even more critical to your continued and future success. This training examines the communication tools and techniques used by the world's most successful managers. Explore several communication types, and take away relevant tools that you can use to become more persuasive in written and oral communications across a range of settings.

The objective of this program is to enhance and improve your existing communication skills so that you can build stronger relationships, operate more efficiently, increase self-confidence, teamwork and produce measurable results.

Course Topics

- Best practices for communication tools and techniques
- Understanding different communication types
- How to construct persuasive written and oral communications based on the setting and audience
- How better communication links to measurable results

Learning Objectives

- Engage in participative lectures and discussions using practical business and personal examples
- Learn how to construct persuasive written and oral communications based on the setting and audience
- Practice and test new communication approaches
- Learn how to communicate with poise, clarity and conviction
- Take away skills to engage, inform, and inspire others with an improved ability to communicate like a leader

Related Courses

- Advanced Communication for Leaders
- Learning to Lead
- Advanced Leadership

 UTSA Main Campus, San Antonio

 8 hours

Instructor



Chris Hajek, Ph.D.

Dr. Hajek's teaching and research are grounded in intergroup, intercultural, and organizational communication in a variety of social and professional contexts. These foci stem, in part, from his past work for CNN and The Associated Press in Rome, and his Peace Corps teaching experience in Rwanda. In addition, Hajek's teaching has been influenced by his experience as a trained mediator in community-based alternative dispute resolution. His latest research examines the roles of communication in the formation and management of individuals' entrepreneurial social identity, with special attention to gender and generational differences.