

Conversations that Count: Survival Strategies for Effective Communication

In today's competitive business world and team-based work environment, interpersonal communication is a critical element of lasting success. How well you communicate can make or break how others view your work performance, your approach to team-work and even your chances for career advancement.

Workshop Description:

Join us for this half-day workshop to improve your interpersonal communication in the workplace. You'll leave with new tips and techniques to help you *listen to understand and speak to be heard!*

Upon completion of this workshop, you will:

1. Describe the elements of successful communication within teams and workplaces.
2. Discover blocks to interpersonal communication.
3. Describe the importance and power of positive non-verbal communication in building rapport.
4. Explain the importance of body language in the listening process.
5. Apply 5 techniques to enhance communication and assertiveness in the workplace.
6. Identify personal goals for enhanced interpersonal communication at work.

Timeframe:

9:00am to 12:30pm, with a mid-session break.

What's Included?

- Participant handouts
- Coffee and tea on arrival
- Light, mid-session snack
- Certificate of Participation

The Facilitator:

Gerard Murphy, President, Barefoot Facilitation Inc.

Cancellation Policy:

Refunds, less a \$25 administration charge, will be processed if written/emailed notice of cancellation is received (7) days before the workshop. There will be no refunds processed after that date; however, delegate substitution is permitted up to and including the day of the workshop. A minimum of 12 participants is required to host the workshop. Notification and refund will be provided should cancellation be necessary for any reason.

When you talk,
you are only
repeating what
you already know.
But if you listen,
you may learn
something new.

Ask About
"Buy Two
Get Third
at 50% Off"

This workshop has not been scheduled!

If you'd like to be placed on our waiting list,
please email Joanna at info@trybarefoot.com

In your email, please include:

- The workshop title(s) that interest you.
- The province/communities where you would prefer to attend a workshop.
- Your name and contact information.

We look forward to staying in touch as plans unfold!

The Barefoot Facilitation Inc. Team