



Your Total Training Resource

## **CORE COMMUNICATION SKILLS: Best Practice Interpersonal & Assertive Communication Skills Virtual Workshop**

### **Best practices to guide you to influence, engage and activate.**

When you boil down all the issues, conflicts and challenges in the workplace, most could be solved or avoided through effective communication. When you look at all the opportunities that arise to increase visibility, reach goals, obtain promotions, and secure a strong career path, most could be more easily won through powerful communication.

We all know the power of great communication and yet rarely have the opportunity to dedicate a day to honing our skills, learning new techniques and practicing new approaches to persistent problems. Core Communication Skills, The Carroll-Keller Group's latest training offering explores the vast landscape of interpersonal communication best practices.

#### **During this session, you will learn how to:**

- Define your communication style and “read” others
- Speak assertively – the language of leadership
- Enhance your active listening skills to anticipate and avoid common misunderstandings
- Match body language to your message
- Eliminate communication roadblocks like “weasel words” and verbal fillers
- Resolve conflict and work constructively with emotions
- Make smart choices with social media
- Organize your thoughts to communicate clearly
- Maintain your composure in challenging interactions
- Motivate and move people to action

#### **Who should attend?**

- Anyone who wants to build collaborative relationships that empathize trust and respect
- New managers or supervisors
- New hires who want to work confidently with others

This workshop will take participants from theory to practice with a solid combination of relevant content and opportunities for practice. Core Communication Skills will provide you with the tools and techniques to set you apart through the power of clear and compelling communication.



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## Registration Information

**Time:** This is a 6-hour workshop delivered over 2 days.

**Pricing:** The per person fee for 1-2 participants is \$335.00; for 3 or more the fee is \$295.00 per person. **This fee covers both sessions.**

### Other Information:

- The session will be delivered on the Zoom platform so all participants will work from their own workspace and use their own computer. Zoom has video capability but, if the participant's computer is not equipped with a camera, audio will also work.
- To register we will need the name of each participant and their email address.
- **Five (5) days before the date of the session we will send each participant an electronic copy of the course materials. Additionally, we will provide a link of a Meeting ID that when clicked on will allow the participant to enter the training room. Please have participants check their spam/junk folders starting 5 days before the session as often the invitation may end up in that folder- info will come from [smalan@c-kg.com](mailto:smalan@c-kg.com).** For those signing up less than 5 days prior, it will be no problem as we will immediately provide this information.
- Participants should enter the Zoom training room at least 15 minutes (8:45 AM) before the start time.
- The session will be limited to 20 participants to allow for, and ensure, maximum interaction, participation and engagement.

**To register** or for additional information either email, phone or complete the [online registration form](#).

**Email/Phone:** Ken Keller ([kkeller@c-kg.com](mailto:kkeller@c-kg.com) 847-331-9497) or Darryl Harris ([darryl.ckg@gmail.com](mailto:darryl.ckg@gmail.com) 630-730-4393) or Sue Malan ([smalan@c-kg.com](mailto:smalan@c-kg.com) 630-495-0505)

**Register online:** [Complete form by clicking here](#). If you register online, a confirmation email will be sent to you with next steps and payment details. Please note we accept checks as a form of payment.

**[To see a complete list of our current workshops click here.](#)**

Customized onsite workshops are also available in person and virtually and are instructor led. Please contact us with any questions.