



Your Total Training Resource

CORE COMMUNICATION SKILLS: Best Practices for Interpersonal & Influential Communication Skills Virtual Workshop

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

Today's organizational environment is both changing and challenging. All of us need to build influence within our workplace and deal with difficult people and situations. When you look at all the opportunities that arise to increase visibility, reach goals, obtain promotions, and secure a strong career path, most can be won through powerful communication.

Being more present and aware in our communication and seeing it through the eyes of the other while working daily to improve our listening skills are common keys among top leaders. The workplace today is more diverse than at any time in history, and the most critical skill is the ability to adapt to the common differences among people, accept these differences and move forward together for greater productivity and career progression.

Participants will Learn:

- How to identify behaviors that are constructive or destructive to effective relationships.
- To use rapport building as a tool to improve relationships.
- The power of body language and tone.
- Secrets of great communicators.
- How to manage others and be a partner for effectiveness.
- To identify what you need to stop/start/continue doing in your workplace relationships.
- How to analyze when and how to use assertive skills most effectively.
- To resolve conflict and work constructively with emotions.
- How to flex communication with others who have unique styles.
- To apply effective listening skills in the workplace.
- How to avoid the use of trigger words.
- How to say "no" and be friendly and helpful.
- How to manage the more challenging person at work.

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 6.5 hour virtual workshop 9am – 4:30pm with 1 hour lunch break.

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

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.** 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 847-331-9497) or Darryl Harris (darryl.ckg@gmail.com 630-730-4393) or Sue Malan (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.