

Communicating Like a Leader

Communication is a foundational skill for managers and leaders. Leaders who can effectively communicate leverage their ability to connect to enhance their productivity and the productivity of their teams. Each of the core functions of leadership rely on the effective application of communication skills. In this session, participants will learn the five key habits of effective communicators and then practice using them in context.

Focus:

This course is designed for leaders and others who need to use multiple communication skills. Emphasis on interpersonal skills used in management functions.

Length: 8 Hours

Performance Objectives:

- Modify communication style to enhance understanding.
- Apply key habits of effective communicators.
- Use communication skills to build influence.
- Understand the role of communication in specific leadership skills.

Course modules include:

Elements of Effective Communication	This module reviews the basics of effective communication and focuses on the Five Key Habits of effective communicators: Focus on the listener, remove barriers to understanding, create messages that are clear, concise and compelling, balance intent and impact and match mode and message.
Using the Habits	In the second half of the session, participants build on the information by learning how to apply the concepts to four core skills. <ul style="list-style-type: none"> • Building Commitment • Building Trust • Building Agreement • Building Work Relationships