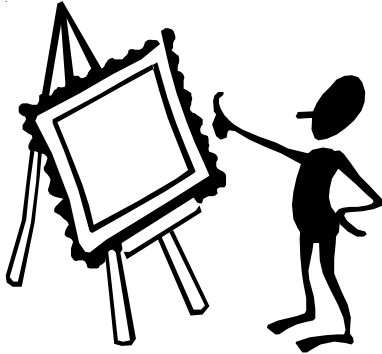


The Fine Art of Communicating



Communicate positively and assertively
for win-win outcomes

Use your communication skills to your advantage

Communication is both an art and a science. Whether you are a manager who needs to communicate goals or a team member in the midst of a conflict, effective communication will result in win-win outcomes. When you communicate positively and assertively with others, you enhance your working relationships and reduce tension and stress because you know how to turn challenges into opportunities.

Who should attend

This program is designed for managers and teams who want to communicate openly for better results. **The Fine Art of Communicating** is easily tailored to teams and groups who have specific needs.

What you will learn

In this program you will discover tools and techniques for enhancing the most important workplace communication skills. You will take a tour through our communication art gallery and discover ways to improve your:

- ◆ image and presence
- ◆ voice and tone
- ◆ body language
- ◆ listening skills
- ◆ ability to influence others
- ◆ use of humor
- ◆ ability to create positive, win-win outcomes

Program format

The Fine Art of Communicating is an interactive workshop where participants examine a work of art and explore how it relates to communication skills. Participants reflect on their own skills and are encouraged to break some of their patterns and experiment with “best practices” for effective, positive communication. The program includes handouts and an action plan for putting new habits to work.

To register, contact:

Name
Title
Phone
E-mail

Creative Communications & Training, Inc.

Debra Hamilton, President
1614-0 Union Valley Road #140, West Milford, NJ 07480
Phone (973) 697-3455 ◆ Fax (973) 697-3849
E-mail: Debra@businesslunchandlearn.com

