

Communicating Across Your Organization | 3 Days

The success of leaders is rooted in the effectiveness of their teams, as well as savvy communication with colleagues. Guiding and empowering others and creating collaboration is essential. In this course, you will learn to build trust and commitment, motivating others through respectful and authentic interactions.

WHO SHOULD ATTEND:

Managers, directors, and other professionals responsible for planning and leading projects and programs.

JOB ROLES:

Personal Development
Leader of Teams/Projects
Leader of Managers/Departments

OBJECTIVES:

- Identify the essential elements of effective communications within an organization
- Use knowledge of your self to build effective communication strategies
- Build communication strategies that leverages interpersonal and organizational awareness
- Apply effective facilitation skills

COURSE OUTLINE:

Elements of Communication

Moving from Classical to Human Relations
Communication
Applying Communication Skills Across Media

Self-Awareness

Weaving Together the 4 Elements of Self
Managing the Physical Self
Practicing Emotional Intelligence
Understanding Those Who Think Differently
Adapting to the 3 Learning Styles
Cultivating Positivity

Interpersonal Skills

Improving Listening with 7 Basic Skills
Applying Verbal and Nonverbal
Communication Skills
Communicating Through Body Language

Organizational Awareness

Enhancing Organizational Culture
Leveraging a Good Culture for Effective
Communication

Facilitation

Understanding the Role of a Good Facilitator
Becoming a Process Expert
Focusing Your Facilitation Efforts

Communication Strategies

Choosing a Communication Method
Reducing the Impact of Language Barriers
Approaching Cultural, Regional, and Time Zone
Differences
Communicating Across Your Entire Organization

We Ensure Personal & Professional Growth Through:



TOPIC-SPECIFIC, REINFORCEMENT MATERIALS TO ENRICH YOUR JOURNEY

eBooks, On-Demand Courses, Quick Videos,
Personal & Team Assessments, Tools & Templates.

Post-Class Reinforcement Materials

Each of the Leadership and Professional Development courses include a suite of post-class reinforcement materials that are unique to each title. Content such as e-books, quick videos, personal and team assessments, tools and templates, and other materials, have been selected to ensure that you continue your journey to ongoing success beyond the classroom. All e-assets, such as books and videos, come with 1-year access.

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Reinforcement Videos

- The Importance of Having a Vision featuring Erik Weihenmayer
- Aligning Vision with Priorities featuring Robert Kaplan
- Organizational Purpose: Start with Why featuring Simon Sinek
- The Six Questions to Organizational Clarity featuring Patrick Lencioni
- Why Vision Statements Fail featuring Mark Sanborn
- Pursue Your Vision Relentlessly featuring Peter Darbee
- Leadership Imperative: Keep Hope Alive! featuring Marty Evans
- Leaders Must Provide A Clear Direction featuring Robert Kaplan
- Creating Commitment to a Vision featuring Allan Cohen
- The Five Practices of Exemplary Leadership: Inspire a Shared Vision featuring Jim Kouzes
- Communicating a Vision for Change featuring John Kotter
- Focus on the Mission featuring Marshall Goldsmith
- Securing a Common Vision and Strategy featuring Nick Kugenthiran
- How to Shift your People from Passive to Purposeful featuring Peter Fuda

Book Summaries

- *The Inspiring Leader: Unlocking the Secrets of How Extraordinary Leaders Motivate* by John H. Zenger, Joseph R. Folkman and Scott K. Edinger
- *The Leader of the Future 2: Visions, Strategies and Practices for the New Era* by Frances Hesselbein and Marshall Goldsmith

Blueprints

- *Establishing a Strategic Vision for Your Company* by Thomas C. Knobel, Joe Cheek, Sigmund Anderman and John S. Chen

Leader-Led Activities

- Visionary Mindset Discussion Guide
- Vision into Action Facilitation Guide
- Vision as Catalyst Facilitation Guide
- Developing a Realistic, Powerful, and Compelling Vision Application Guide
- Planning to Communicate Vision Application Guide

Self-Assessment

- Visionary Leadership
- Vision Communication

Business Impact

- Business Impact: Communicating a Shared Vision

Challenge

- Challenge: Crafting an Organizational Vision

Tools

- Vision Catalyst
- Vision in Context
- Realistic Vision
- Vision Statements
- Organizational Conversation
- Vision Roll Out

Test

- Leadership Advantage Test Yourself: Leading Organizational Vision

Core Message

- Leadership Advantage: Leading Organizational Vision 2.0

Case Study

- Leveraging the Power of Vision
- Strategic Vision Alignment
- Shared Vision
- Communicating Vision

Key Concept

- Key Concept: Visionary Leadership
- Key Concept: Vision as Catalyst
- Key Concept: Developing a Powerful Vision Statement
- Key Concept: Leading a Vision Communication
- Key Concept: Moving the Vision Out

e-Books

- Simply Said: Communicating Better at Work and Beyond
- Stop Talking; Start Communicating: Counterintuitive Secrets to Success in Business and in Life
- Communicating Effectively: Write; Speak; and Present with Authority

Videos/Courses

- The Four Conversation Styles
- Commitment to Open Communication
- Question and Listen
- Using Positive Psychology to Communicate

Materials listed above are representative and do not include all assets, which are subject to change as titles and resources are always being updated.