



## Improving Communication in the Workplace Training

During our Improving Communication in the Workplace training class, our professional instructor will teach attendees best practices to communicate verbally, via email and with an audience. This communication training is designed to help individuals improve the way they communicate with others but to also help organizations be able to better communicate among their employees.

### Improving Communication in the Workplace Training Class Outline

*Below is a list of the lessons and topics covered:*

- Lesson 1: Communication barriers & Breakdowns
- Lesson 2: The Communication fundamentals
- Lesson 3: The importance of positive relationships
- Lesson 4: Different communication styles
- Lesson 5: Improving our Listening Skills
- Lesson 6: Improving our non-verbal communication
- Lesson 7: Understanding self-awareness and our self-image
- Lesson 8: Communication strategies for the workplace
- Lesson 9: Providing feedback and asking questions
- Lesson 10: How to improve email communication in the workplace