



Communication Skills: Power of Listening & Speaking

Available In:

- English
- Spanish
- Videoconferencing

How to Get the Power to Get Things Done

Why do some employees get more done without putting out as much effort? The reason is that they can communicate what needs to be done. Also, they are able to communicate what they can do. The secret is how they listen, then how they speak... in that order. But, how do employees become empowered to use that secret?

What will trainees learn?

- The different ways that people communicate
- The benefits of using words, tone of voice and body language
- How to use these communication skills in daily interactions with managers, supervisors, peers, and customers

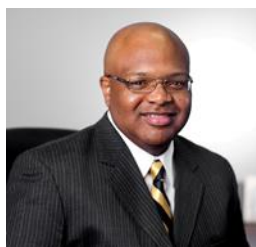
How will this training benefit your company and employees?

How much time does your department waste because employees do not get it right the first time? How much more time does your department waste because they complain about how poorly everyone else communicates? What does it mean for overall performance if that wasted time can be taken back?

If everyone understands instructions the first time, then the organization saves time, money and aggravation by using complete communication skills to make work easier for listeners and speakers.

This training can be conducted for 8 hours or more. Onsite training may be customized to meet your business needs.

ABOUT GLENN HUNTER



Glenn W Hunter has been a leader in training and development with professionals across various career levels. Specifically, training Certified Public Accountants in Leadership and Supervisory and Communications skills. Additionally, he has managed capital project teams, event planning operations, as well as, coordinated professional training events, under strict budgetary and time sensitive parameters.