



Collaborative Communication

Building a better connection one-on-one

In today's workplace, knowing how to listen effectively, express ideas with clarity, and address potentially sensitive issues is more challenging than ever. In a business environment where employees hail from diverse backgrounds and frequently operate by different sets of rules, the fundamentals of one-on-one communication are essential. This workshop gives co-workers a common groundwork for effective inner-office communication.

This workshop is for anyone who would like to brush up on the team-building, harmony-inducing, and career-enhancing basics of interpersonal communication.

Benefits

- Create a collaborative, efficient, work environment
- Cultivate diplomacy and mutual respect among co-workers
- Develop skills for better listening, clarity, and problem solving

What to Expect

This workshop combines lecture, discussion and progressively challenging practical exercises that address common inner-office situations. Participants will:

- **Discover the power of attentive listening:**
 - Become more aware of body language and other non-verbal signals
 - Develop paraphrasing and mirroring skills
 - Identify barriers that may lead to misunderstandings
- **Acquire skills for collaboration:**
 - Understand and appreciate style differences
 - Raise awareness of your own style
 - Learn how to invite the cooperation of others
- **Give and receive feedback effectively:**
 - Define behaviors in terms of actions and impacts
 - Learn to acknowledge each other's point of view
 - Use language that denotes mutual respect
 - Understand the impact of word choice

Key Take-Away

Participants will learn the fundamentals of successful one-on-one communication, enabling them to create a more collaborative, positive work environment.

"An outstanding seminar! A great blend of challenge and insight."

Julie St. Germaine
Safety Coordinator

"Very, very valuable. I can see the results in the response I get from others."

Harsh Kumar
Senior Software Engineer