



Effective Communication



Overview/Description:

Why is interpersonal communication important? Personal success depends on our ability to communicate. Effective human relations depend on our communication skills. Overall, interpersonal communication skills are necessary for understanding and for action. This workshop explores interpersonal skills and techniques necessary for successful interactions.



TARGET AUDIENCE:

ANYONE WHO WANTS
TO IMPROVE THEIR
COMMUNICATIONS SKILLS



EXPECTED DURATION:

45-60 MINUTES

Workshop Objectives:

At the end of this workshop, you will be able to:

Identify the characteristics of poor communication

- Describe your experience with people who do not communicate well

Identify the characteristics of effective communication

- Describe your experience with people you consider excellent communicators

Describe the importance of listening

- Identify barriers to effective listening
- Describe techniques to overcome barriers

Describe the importance of communicating with whole messages

- Describe the dangers of contaminated messages and partial messages

