

COMMUNICATING FOR INTERPERSONAL RELATIONSHIPS

1-Day Program



This DOOR training program is designed to enhance communication skills that improve Interpersonal Relationships. Communication is said to be the basis for personal and professional interpersonal relationships. Communication plays a pivotal role in reducing misunderstandings and eventually strengthens the bond among individuals. This course offered by DOOR helps professionals realize their current communication style and find ways to improve building and strengthening workplace relationships.

Communicating For Interpersonal Relationships



Topics

- + Role of communication in life
- + Basics of interpersonal communication
- + Communicate effectively at the workplace
- + Aspects of my communication personality
- + Communicate the “Big Picture”

Training Objectives

At the end of this training you will be able to:

- 1 Identify how to communicate effectively for each scenario
- 2 Create a positive work environment through improved awareness about self and others
- 3 Improve ability to manage conflicts
- 4 Build rapport to enrich relationships
- 5 Persuade and influence others with a focused communication approach

Duration

1 Day

#COMMUNICATION – THE HUMAN CONNECTION – IS THE KEY TO PERSONAL AND PROFESSIONAL SUCCESS.

Program Schedule

DAY ONE

Role of communication in life

- + Communication happens for a reason
- + Every communication has a context and an objective
- + Every communication creates an experience

The Basics of Interpersonal Communication

- + Know your communication box
- + Handling effective introductions
- + Starting and sustaining conversations
- + Handling difficult conversations
- + Acknowledging differences
- + Giving and receiving compliments
- + Coming across as a positive person
- + Avoiding bad conversational habits

- + Seeming prepared and assuring

Communicate Effectively at the Workplace

- + Appropriate verbal and non-verbal communication
- + Listening to respond and not to react
- + Handling conflicts/disagreements
- + Communicate assertively
- + Sharing knowledge at workplace
- + Courteousness and thoughtfulness at workplace

Aspects of my communication personality

- + The Advocacy Inquiry Model – Peter Senge The 5th Discipline

Communicate the “Big Picture”

- + Communicating “Why”
- + Communicating to create buy-in

More information

If you would like to discuss any one of our programs please contact us.

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