Length: 2 Hours

Even the best administrative communicators benefit from this course on critical communication skills for maximizing teamwork, productivity and workplace effectiveness! Attendees will:

- Discover ways to establish “common ground” when communicating with others, especially in challenging situations.
- Tap into people’s preferred communication styles for instant rapport and better team-building results.
- Become more influential by being cognizant to a person’s preferred communication style.
- Explore ways to strengthen work relationships so everyone’s most effective.

Interactive Learning Experience:
A Joan Burge/Office Dynamics International educational program is interactive, synergistic and fun. We utilize your intelligence, creativity and work experience. Joan Burge and our Certified Trainers facilitate learning techniques that motivate adult learners to listen, participate and try new behaviors with ease. Through individual and group exercises, discussions and dynamic teaching segments, you will assimilate key learning points. Our curricula engage participants of every age group.