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Oh, my, I misunderstood...

Effective Communications, more than just the words we use words- 2 hours

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Participant's profile:

- Media Sales people
- Media Management
- Media production and/or media personalities
- Students

Learning Objectives:

- You live in the world of communicating information, but sometimes it is hard to effectively communicate our thoughts. Stephen Covey, the author of "The Seven Habits of Effective People" states that communications is the most important skill in life. The ability to communicate is absolutely critical to a person's effectiveness at home and in the workplace.

Participant's Value Received:

- This session will walk participants through the most common forms of business communications and will outline some common communications mistakes that we all do.
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Outline:

- Appropriate language for the workplace
- Appropriate clothing for the workplace
- Verbal and Non-verbal communications
- First impressions count
- What are you communicating to customers

