

## Effective Communication Skills for Leaders

Duration: 1 day

**"The art of communication is the language of leadership."**

— James Humes

**"The void created by the failure to communicate is soon filled with poison, drivel and misrepresentation."**

— C. Northcote Parkinson

These 2 quotes sum up the key role that communication plays in leadership. Because leaders achieve results through their teams, their success is largely determined by their ability to use effective communication to provide direction, motivate and influence people within an organization. Without effective communication you will have a hard time getting anyone to follow you as a leader.

This workshop will help participants understand the different methods of communication and how to make the most of each of them in order to achieve effective results.

### Learning outcomes:

This two-day workshop will teach you to:

- Discover breakthrough leadership communication techniques for driving business value and becoming a more powerful leader
- Master best practices for influencing people, building consensus, buy-in and team commitment
- Develop the trust, credibility, rapport and relationships you need to deliver superior results
- Become more effective at handling your specific challenges, from delivering bad news to increasing team motivation

- Communicate confidently in any environment, from spontaneous “elevator pitches” to high-stakes reports and proposals
- Organizing and packaging your message for maximum impact
- Make the most of electronic communication tools
- Controlling all elements of your message: written, verbal, visual and symbolic
- Choosing the best tools and channels for delivering messages