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**Learning Style: Virtual Classroom**

**Technology:**

**Difficulty: Beginner**

**Course Duration:**

# Effective Interpersonal Communication for Business Professionals



## About This course:

In our inter-connected world, good communication and cooperation is key to working efficiently. Respectfully engaging with others can enhance or inhibit workflow and be the difference between the success or failure of a project or an entire organization.

## Course Objectives:

- Recognize the difference between hearing and listening
- Enhance interpersonal relationships through the use of verbal and non-verbal communication
- Employ techniques to move towards high-quality conversation
- Create a positive impression through a powerful introduction
- Influence others through sharing perspectives and opinions constructively
- Use logic and emotion to persuade and collaborate
- Identify ways of sharing thoughts and opinions constructively
- Prepare for and conduct simple negotiations

## Audience:

- Managers and other professionals who want to gain the critical skills to successfully interact with or lead others through cooperative teamwork, as well as those desiring to improve their overall communication skills will benefit from this course.

## Prerequisites:

- None

## Course Outline: