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Technology:

Difficulty: Beginner

Course Duration: 2 Days

Next Course Date: December 17, 2025

Communicating Across Your Organization



About This Course:

Effective communication is how employees and management interact to reach organizational goals. Getting this right results in a happier, more engaged workforce who get more done. Unfortunately, there are often significant barriers – language,

culture, distrust, distance – to effective communication.

This course has been approved for 14 PDUs | 14 CDUs

Course Objectives:

- Describe common communication barriers
- Understand how to use effective interpersonal skills in their spoken and written communications
- Analyze the pillars of organizational awareness
- Apply principles of effective facilitation
- Understand how to adapt their approach to different learning and communication styles

Audience:

 Managers, directors, and other professionals responsible for planning and leading projects and programs will benefit from this course.

Prerequisites:

None

Course Outline:

A History of Organizational Communication

- A Historical Perspective
- Classic vs. Human Relations Communications
- Generational and Technological Change
- Digital Communication
- Effectiveness of Communication Channels

The Effectiveness of Interpersonal Skills

- Limitations of Self-Awareness
- Transactional Analysis
- Connecting with Powerful Communication

- Active Listening
- Non-Verbal Communication
- Written Communication
- The Power of Facilitation

The Pillars of Organizational Awareness

- · Culture and Behavior
- Creating Psychological Safety
- Inclusion and Belonging
- Sweaty-Palmed Conversations
- Care and Challenge Each Other

The Adaptation of Communication Strategies

- · Factors in Communication
- Communication Barriers
- · Adapting to Different Learning and Communication Styles
- · Communication Strategies Across Time
- · Position and Posture