

# COMMUNICATING WITH YOUR EMPLOYEES & YOUR BOSS

## *Program Description*

### Overview:

In this program, participants will be given an assessment to determine his/her preferred communication style. We will discuss the implications of each of the communication styles, including how to more effectively communicate and get what you need from your employees and your boss (and help them get what they need, too!).

### Objectives:

As a result of this program, you should be able to:

- Understand the implications of your preferred communication style.
- Understand the best way to communicate with your boss and your employees.
- Deal with passive, aggressive, and assertive people successfully.
- Describe the importance of good communication skills, including listening and nonverbal behavior.
- Identify things you need to stop or start doing to become a more effective, active listener.

Length:      Workshop: 3-4 Hours