

COMMUNICATION BOOT CAMP

Text messaging, emails, the Blackberry—there’s no shortage of ways to communicate quickly in the Digital Age. But what happens face-to-face when you need to find the right words and communicate them in the right way?

Seminar #2210

Overview

Let’s face it: there’s no substitute for in person, one-on-one communication, and having the skills to master such interactions is crucial for both business and personal success. This unique, 3-day course is designed to give you a strong foundation in essential communication skills and competencies. Through practice sessions and role plays, you’ll be on your way to developing the confidence and communication know-how you need to establish yourself in the business world—and keep moving ahead throughout your career.

Schedule

- [3] days

- [3] days - **\$2,195** Non Members
- [3] days - **\$1,995** AMA Members
- [3] days - **\$1,708** GSA

Credits

18PDU /1.8 CEU

Schedule

We have 6 scheduled sessions located nationwide starting between 6/11/2012 - 12/10/2012

Date	Location	Duration
Jun 11, 2012 - Jun 13, 2012	New York, NY	3 Days
Jul 25, 2012 - Jul 27, 2012	Chicago, IL	3 Days
Aug 27, 2012 - Aug 29, 2012	San Francisco, CA	3 Days
Oct 8, 2012 - Oct 10, 2012	Atlanta, GA	3 Days
Nov 5, 2012 - Nov 7, 2012	New York, NY	3 Days
Dec 10, 2012 - Dec 12, 2012	Chicago, IL	3 Days

Registering more than 4 people, please call 1-877-566-9441.

How You Will Benefit

- Optimize communication skills you already have
- Get strategies to better assimilate verbal information
- Effectively interpret the knowledge you hear
- Improve work relationships and reduce misunderstandings
- Communicate clearly and appropriately—and with greater confidence
- Choose the right words even in difficult circumstances
- Expand your influence and be recognized for your skills

What You Will Cover

Assessing Your Communication Skills

- Understanding the skills you already possess
- Assessing your effectiveness and identifying improvement areas

Developing Your Listening Competencies

- Defining the competencies of effective listening
- Identifying the different components of the information you’re hearing
- How to take a more active role when listening
- Increasing comprehension through mental openness and feedback

Increasing Cognitive Skills to Promote Comprehension

- Discerning, analyzing and evaluating
- Visual aspects of verbal communication
- Relating information productively to your own experiences
- Creating mental cross-references between old and new information
- Framing statements and discussions

Roadmap for Clearer Communication

- Understanding effective body language and appropriate word choice
- Finding mutual connections or similarities to enhance communication
- Controlling emotions and establishing the right tone of voice
- Storytelling with imagery, passion and evocative language
- Creating a personal action plan

Who Should Attend

Early career professionals or anyone interested in enhancing their fundamental verbal communication skills, including coordinators, specialists, analyst, consultants, associate managers and project managers and leadership-track administrative professionals.

Special Feature

Ways to Register

- [Register Online](#)
- Call 1-877-566-9441 for an AMA Training Consultant
- Email customerservice@amanet.org
- Fax [AMA Text Registration Form](#)

