



AMERICAN INSTITUTE
of
MANAGEMENT
INCORPORATED

**This workshop
will be held at the
office of**

**American
Institute of
Management**

CALL

712.322.1112
For More Information

BASIC COMMUNICATION

Effective communication is essential in today's fast paced business world.

Those who communicate effectively understand that communication is a complex process that is often challenging. Taking time to improve communication skills is a worthwhile investment in your self development.



**Are there occasions when it is strenuous
in working closely and effectively with your team?**

The essence of relationships, especially team working relationships, is **communication**. It is through communication that people share information, make decisions, solve problems, and accomplish their day-to-day jobs. Strengthening your communication skills, strengthens your relationships in business and in life.

By participating in this series you will:

- Identify the benefits of effective communication and the cost of poor communication
- Interpret the 3 components of all communication
- Create "I" statements that create better understanding and listening skills
- Practice active listening skills to increase awareness of skills & challenges

"The art of communication is the language of Leadership."

James Humes