

# “Communicate with Influence”

## Presentation

### Situation:

In today's vibrant business environment excellent communication skills are a vital tool to help grow your business and attract new clients. They are just as vital to your ability to conduct the 'business of your business' as you interact with colleagues and staff. On the other side of that coin, poor communication skills can result in misunderstandings with clients and colleagues, add frustration to your day and duplicate the effort it takes to get things done. That can make your work inefficient and ineffective. Time is money and wasted time is a luxury most can't afford. In this workshop you will identify your strengths and weaknesses as a communicator, discover how multi-tasking could be killing your communication and learn how to increase your efficiency with great communication skills.

### Learning Objectives/Outcomes:

After this informative breakfast session participants will be able to:

- Set an intention for effective communication -- Know what you want to say **before** you start communicating
- Understand how tone of voice and body language can derail your best efforts to communicate
- Communicate effectively in meetings and on conference calls
- Effectively disengage from multi-tasking to make room for better communication in the moment
- Determine how to “meet people where they are” to improve communication efficiency and effectiveness
- Understand the power of electronic messaging etiquette
- Utilize the power of face to face communication. Old school methods may offer the best results!

### Testimonials:

*“Good communication is an art Sharon, and you're Rembrandt!”*

Suzanne Biller, Director Sales and Marketing, Laser Health Solutions Corp.

*“We received a lot of positive feedback from our presenters...you made a big difference.”*

Steve Laut, President and CEO, Canadian Natural Resources Ltd.

*“With your help, we have succeeded in getting our message out...the feedback has been excellent!”*

Katherine van Kooy, President & CEO, Calgary Chamber of Voluntary Organizations

### Format:

One hour minute live presentation

### Presenter:

Sharon Edwards, Voice of Influence

