

Effective Workplace Communication

How you communicate with bosses, subordinates, colleagues, clients and the opposite gender can make or break your career! You have taken all the technical education courses you need to be successful in auditing, tax and consulting, but your boss passed you over because you are not taken seriously. What's missing? It's probably your communication skills. See how blending a mix of communication styles can turn communication breakdowns into breakthroughs. Learn how to speak so you are heard, and listen so you get the real message. Discover how to open lines of communication, make productive meetings, give persuasive presentations and more.

OBJECTIVES

Upon completion of this course, participants will be able to:

- Understand the impact of communication style in the workplace
- Listen to hear the real message
- Understand the factors that influence communication at work
- Make communication differences a plus rather than a problem
- Match the message with the audience

HIGHLIGHTS

- Opening lines of communication
- Understanding workplace communication styles
- Gaining credibility
- Setting the boundaries for workplace communication
- Effectively communicating with others verbally and nonverbally
- Decoding team and group communication patterns

WHO WILL BENEFIT

- Accountants and financial professionals responsible for supervising personnel in business and government
- CPA firm audit and tax seniors



LEVEL

Basic

CPE CREDIT HOURS

Classroom: 4

(Accepted for CMA and CFM continuing education credit)

NASBA FIELD OF STUDY

4-Communications

PREREQUISITE

Supervisory responsibilities

UPDATED CONTENT AVAILABLE

5/15/2010

COURSE ACRONYM

Public Seminar: CL4TNWIS

On-Site Training: CL4TNWIS

Available in an 8-hour version (TNWIS).