

How to Communicate Like a Leader

As an executive, partner, or high-level manager, you can't afford to lose productivity due to miscommunication. It's not enough to have a vision or strategy; you must also be able to communicate your initiatives to your staff. You need to know how to adapt to each staff member to obtain maximum productivity and motivation, while avoiding conflict and misunderstandings on a daily basis. Your personal credibility, as well as your company's or firm's reputation, depends on your ability to communicate effectively. At your level, you can no longer afford to ignore the implications of good communication. This course will show you how to use the DiSC (TM) Behavior Profile as a tool to learn more about yourself as a leader. The program will focus on how to improve manager / staff relations by developing more effective communication skills and lead more successfully by learning how to adapt your style to others.

OBJECTIVES

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

- Improve manager / staff relations by developing more effective communication skills
- Reduce conflict and improve morale
- Increase office productivity
- Determine your own natural behavior style

HIGHLIGHTS

- Discover why some of your staff members do things that drive you crazy - and how you can cope
- How to identify the behavior styles of others
- Specific techniques to adapt to your staff's behavior styles
- Build on your strengths and work on areas that need improvement
- Understand why different people are motivated in different ways - and learn how to know who responds to what and when

DESIGNED FOR

Executives, partners, directors, senior managers, or department heads



RECOMMENDED CPE:

2

PREREQUISITE:

People who are leaders in their company, department, or firm; those who manage staff

EVENT ID:

CLL

COURSE LEVEL:

Intermediate

FIELD OF STUDY:

Communications

BLI CURRICULUM:

Communications Skills

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VENDOR:

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For information regarding on-site training, email aicpalearning@aicpa.org, call **800.634.6780 (Option 1)**, or visit aicpalearning.org.