

Effective Communications

CPAs are counted on to deliver communications that are outside of pronouncements. In order to be an effective member of a team, you must be able to communicate in your emails and when speaking in public. In addition, effective communicators must be trained to be good listeners. This course will cover the skills a CPA needs to be effective in communications for speaking, writing, and listening to the needs of the client and the dynamic market forces that we currently are facing.

OBJECTIVES

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

- Obtain the skills a CPA needs to be effective in communicating for speaking, writing, and listening to the needs of the client and the current market forces

HIGHLIGHTS

- Writing for the CPA
- Effective listening skills
- Managing and resolving communications conflict
- Effective speaking for the CPA
- Improving that first impression

DESIGNED FOR

Any CPA involved in dealing with the public or with peers or supervisors



RECOMMENDED CPE:

4

PREREQUISITE:

None

EVENT ID:

ECFR

COURSE LEVEL:

Basic

FIELD OF STUDY:

Communications

BLI CURRICULUM:

Communication Skills

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VENDOR:

Business Learning Institute, Inc.



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