

Course Outline Office Dynamics

This dynamic course explores effective communication and interpersonal relationships. Learn how to assert yourself and influence decisions. Practice team building techniques to improve your work environment.

In just 1 day...

- Top tips for building relationships, projecting the right attitude, and maintaining respect.
- Learn how to ask the right questions.
- Listening techniques that really work.
- Understanding and communicating with different personality styles.
- Find out how to promote confidence and motivate your team.
- Tips for dealing with difficult people and situations.

Course Modules

1. **Communication Skills**
2. **Personality Styles**
3. **Are You Listening?**
4. **Working Within A Team**
5. **Difficult People**

Register online at INTrainingSolutions.com.

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