



COMMUNICATING TO WIN™

(A 2- day workshop on effective Communication and Influencing Skills)

SYNOPSIS

“I will pay more, for the ability to deal with people than for any other ability under the sun.” John D. Rockefeller

We all communicate and have been doing that since we were born. However not all people communicate well. The critical question is therefore not whether we can communicate or not but, “How well do we communicate?”

We deal with people in all aspects of our life and it is only our ability to influence them that our own success depends. Add to this the duality of technology in communication, which at once makes it both more simple and complex, and you have really heady mixture. This course is designed to simplify this situation and to give you the key tools and techniques to leverage communication and enhance your influence in the workplace. The course focuses in detail on technologies we use in communicating and teaches how to use them effectively and equally importantly, what not to do.

SCOPE

This seminar will benefit anyone at any level who feels they could improve their communication and interpersonal skills and become more influential. Though the course is work focused the skills taught are equally applicable in non-work situations as well.

MODULES

- How communication happens & how to eliminate distortion
- ‘Johari’ Window & how to enhance your Arena
- Feedback: Giving & Receiving
- Active Listening: the key to understanding each other
- Cross-cultural communication
- Effective Influencing Skills

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