

*Webinar on*

# **3 Power Pack Presentation to improve Communication Skills**

# Webinar Description

This webinar bundle has 3 power pack presentation on effective communication, business writing, how to write and respond to emails and documents, understanding different styles of communicating.

The webinar format is 1-1.5 hours of audio-visual presentation, including a brief Q&A session.

This webinar bundle includes below 3 recorded webinars:

**Effective Communication for Engineers and Scientists**

**Business Writing for Results**

**Valuable Communication Skills: It's How You Say It**



# Effective Communication for Engineers and Scientists

Presented by Jamie Cleaver

This 60-minute webinar is intended for anyone who, like the trainer, has a technical background. We will look at the benefits of effective communication, the underlying principles, and how they might be successfully applied in a range of typical situations. The overall aim is to help scientists and engineers identify the aspects of communication that they currently do well and aspects that they can usefully develop to be more effective communicators.

According to Steven Covey, “communication is the most important skill in life. “If we are honest with ourselves, technical specialists tend to find communication particularly challenging. Scientists and engineers rely on communication to collaborate and to convey technical concepts to non-specialists. We should, therefore, aim to get good at it. Communication is a big subject with many facets. It pays to approach it systematically, by identifying the underlying principles, and then applying those principles to various situations, whether it is an interview, a presentation, a meeting, or writing a report or an email. The overall aim of effective communication is always to get the best possible outcome from any exchange of information.



# Business Writing for Results

Presented by Audrey Halpern

Communicating through email is fast and convenient and there are rules and etiquette that should need to be followed otherwise it may give a bad impression about the sender to the recipient. After completing this course, you will have learned: how to manage emails, the principles or 'rules of thumb' to ensure professional, clear & effective emails.

The way you write and respond to emails and other documentation reveals much about your credibility and professionalism. It can make a difference between someone understanding your point of view, and agree with you, or not. It can also make the difference between someone interpreting your message the way you intended, and completely misunderstanding you. Enhancing your credibility through written communication requires developing a reader-centered style that compels the reader to act, whether it is through email or written proposals.

Business Writing for Results helps to learn how to confidently communicate via writing, to successfully achieve your goals.



# Valuable Communication Skills: It's How You Say It

Presented by June Hall

Your message may be a very important one but if no one is willing to listen, its value will be lost. Effective Communication is a commonly used phrase; wherein, effective basically means being successful in what you are trying to accomplish. While you have been successful in sharing the information, it is important that what has been shared is understood and meaningful.

Less than 10% of what you say is part of the listening process. People are looking more at your expressions and body language. Additionally, most people are communicating with others throughout the day but approximately 50% are really listening. Well, what do you do to get your staff or others to not only hear but really listen to what you are trying to convey? Three steps will be covered in this webinar to help you develop communication skills to reach others.



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