

A stylized sun graphic on the left side of the slide. It features a solid yellow circle at the bottom, with several yellow dashed lines of varying lengths curving upwards and to the right, suggesting rays of light. The background is a gradient from orange at the top to white at the bottom, with a large white semi-circle on the right side.

PITCH-PERFECT COMMUNICATION IN A VIRTUAL WORLD

A Virtual Class



PITCH-PERFECT COMMUNICATION IN A VIRTUAL WORLD

COURSE DESCRIPTION

Communication is essential as we adapt to the reality of working from home. Managers and employees need structure, assurance, and tools for managing change as we navigate the challenging task of doing our jobs differently.



This course helps both groups—managers and employees—adapt to remote work with efficiency and emotional intelligence. You'll learn how to plan for and participate in virtual meetings with maximum effectiveness. And, you'll upgrade your ability to email with clarity and care.

PITCH-PERFECT COMMUNICATION IN A VIRTUAL WORLD

LEARNING OUTCOMES

By the end of this course, you will...

1

Accept a new approach

How is communication different now?

How can we best communicate with our coworkers and clients?

What's at stake if we don't change?

2

Choose the right communication tool

Pros and cons of common tools

Thinking creatively about available tools

Flowchart to help you choose the best method

3

Meet virtually with emotional intelligence

See meetings from a new perspective

Plan for virtual meetings for maximum efficiency

Participate in virtual meetings with maximum attention and courtesy

4

Compose email that's concise yet complete

Strategies for keeping it short, but thorough

MS Tools to improve quality

The three golden rules of email

Contact us for
scheduling and
pricing
information.

We look forward
to working with
you!

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