



# Manager Tools

## Effective Communicator Conference Datasheet

### Agenda

**Who:** Individual contributors, managers, and executives who want to communicate more effectively with those around them. **In short, everybody.**

**Why:** You don't realize how much your communication style is a deeply ingrained habit. Communication is what the listener does and 75% of the time your natural style actually works against you. This is because only about 25% of the world communicates like you. You will learn and practice how to see other styles and change your own to be more effective. Communication is every professional's most frequent behavior.

**Benefits:** When you improve your communication, you'll have better, more effective relationships with colleagues, directs, and your boss. The day includes more than 3 hours of practice. Additionally, you'll receive a series of follow up emails to remind you about the concepts and behaviors learned during the conference.

**Cost:** \$1100. Add the Effective Manager Conference at a discounted rate of only \$700 for a total investment of \$1800 for an impactful two days of learning and practice.

**8:00 Welcome & Purpose** – Welcome the group and state our purpose: learning and practicing Effective Communicator Behaviors.

**8:05 Agenda & Ground Rules** - Review the detailed agenda, and interactively agree on ground rules for the day.

**8:15 Introductions** - Attendees will prepare and present a 30-second introduction of themselves using, in part, their DISC profile information.

**8:30 DISC Overview** - A basic overview of the technology/data and terminology of the DISC behavioral profile. This training is not "about DISC" – but DISC gives us a shared vocabulary to use.

**9:45 Break**

**9:55 Communication Behaviors** – How people with different DISC profiles communicate differently, based on behaviors. We will look at a few key pages of your MTDISC assessment.

**11:00 Break**

**11:10 Observe Practice** - Practice observing another person, multiple times, to learn how to see and hear behaviors.

**11:40 Lunch & Email Communication Practice** - How people with different DISC profiles communicate using email, followed by practice determining the profile of an email's author, and how to respond.

**12:40 Analyze Practice** – Practice observing and analyzing another person's behavioral patterns and tendencies, multiple times, to learn how to see and hear behaviors.

**2:00 Break**

**2:10 Tailor Practice** – Each attendee will be tested on their ability to observe and analyze, and then tailor their own behavior to approximate someone with whom they're having a conversation.

**3:30 Close**

**"Extremely Useful. Enlightening for myself and how to effectively communicate with others."**

**– Stephanie Bitzos, 2017 Conference Attendee**