



Manager Tools

Virtual Effective Communicator Conference Datasheet

Agenda

PDU Credits: Manager Tools is an authorized training partner for the Project Management Institute. Simply claim your PDU Credits through the PMI CCR after training.

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.

How: Content delivered virtually using Zoom in one, 4.5-hour session. Practice to be delivered and submitted using video after the virtual session using the Manager Tools Video ECC.

Benefits: When you improve your communication, you'll have better, more effective relationships with colleagues, directs, and your boss.

Cost: \$650.

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

– Stephanie Bitzos

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

Agenda & Ground Rules – Review the detailed agenda and agree on ground rules for the session.

Introductions – Attendees will present a 20-second introduction of themselves using, in part, their DISC profile information.

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.

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.

Observe Practice – Practice observing, multiple times, to see and hear another's behaviors.

Email Communication - How people with different DISC profiles communicate using email, reviewing example emails to determine the profile of an email's author.