



# Manager Tools

## Virtual Effective Communicator Conference Datasheet

**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 hour session. Practice to be delivered and submitted using video after the Zoom 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:** \$450.

### Agenda

**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 30-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.

### 15 Minute Break mid-way through

**Communication Behaviors** – How people with different DiSC profiles communicate differently, based on behaviors. We will look at a few key pages of your DiSC profile.

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

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

**– Stephanie Bitzos**