

Roadmap for "Effective Communication"

Effective communication skills undergird all levels within any organization. These skills not only include the basic skills of speaking listening and writing but also effectively managing your interactions with others.

Follow the Roadmap to Effective Communication.

➔ ***START YOUR JOURNEY NOW!!!***

All courses are included in a one year subscription to the MindLeaders eLearning Catalog. [Click here](#) to view the courses.



Exit 1
Person to Person
Communication Skills

Exit 2
Listening
Skills

Exit 3
Effective Writing
Skills

Exit 4
Assertive
Communication Skills

Exit 5
Skills in Dealing With
Anger & Aggressive
Behavior

Exit 6
Presentation & Meeting
Facilitation Skills

Exit 7
Other Issues in
Workplace Communication

Welcome
Effective
Communication

For additional information on the Learning Management System (LMS), [Click here](#).

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Exit 1 - Person to Person Communication Skills (Total Time - 5 hours, 23 minutes)

[*back to map*](#)

Complete the following courses:

- Elements of Powerful Communication (Communicating With Power – Course 1) – 1 hour
- High Performance Communication (Communication in the Workplace – Course 3) – 1 hour
- The People Styles Model (Communication in the Workplace – Course 1) – 1 hour
- Communication (Dealing With Difficult People – Course 6) – 2 hours
- Telephone Etiquette (Communication (videos) – Course 8) – 23 minutes

Exit 2 - Listening Skills (Total Time - 2 hours)

[*back to map*](#)

Complete the following courses:

- Active Listening (Communicating With Power – Course 4) – 2 hours

Exit 3 - Effective Writing Skills (Total Time - 7 hours, 32 minutes)

[*back to map*](#)

Complete the following courses:

- Effective Business Writing (Communication (videos) – Course 2) – 21 minutes
- Writing Skills (Communication Fundamentals– Course 2) - 2 hours
- Patterns of Development (Communication Fundamentals – Course 3) – 1 hour
- Writing Effective E-Mails (E-Mailing Your Way to the Top – Course 3) – 3 hours
- The Influence Edge and E-Mail (Communication (videos) – Course 9) – 11 minutes
- Reports (Communication Fundamentals – Course 6) – 1 hour

Exit 4 - Assertive Communication Skills (Total Time - 4 hours, 39 minutes)

[*back to map*](#)

Complete the following courses:

- Choosing Your Approach (Building Relationships – Course 3) – 1 hour
- Communicating (Motivation – Course 2) – 2 hours
- Becoming More Assertive (Self Management (videos) – Course 1) – 23 minutes
- The Influence Edge Model (Self Management (videos) – Course 11) – 16 minutes
- Assertiveness (Stress Management – Course 3) – 1 hour

[*back to map*](#)

[*back to top*](#)

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Exit 5 - Skills in Dealing With Anger & Aggressive Behavior (6 hours)

Complete the following courses: [back to map](#)

- Consideration (Dealing With Difficult People – Course 2) – 2 hours
- Attitude (Dealing With Difficult People – Course 3) – 1 hour
- Resolving Conflict (Communication in the Workplace – Course 4) – 1 hour
- Understanding Behavioral Intentions (Building Relationships – Course 2) – 2 hours

Exit 6 - Presentation & Meeting Facilitation Skills (11 hours, 16 minutes)

Complete the following courses: [back to map](#)

- Preparing for a Presentation (Effective Presentations – Course 1) – 3 hours
- Developing an Effective Message (Effective Presentations – Course 2) – 2 hours
- Persuasive Appeals (Communicating With Power – Course 2) – 1 hour
- Improving Delivery Skills (Effective Presentations – Course 3) – 2 hours
- Working Wounded: Effective Business Presentations (Communication (videos) – Course 11) – 3 minutes
- Curing Common Meeting Ailments (Interview) (Coaching (videos) – Course 1) – 6 minutes
- Keeping Meeting Participants Awake (Interview) – (Coaching (videos) – Course 4) – 7 minutes
- Using PowerPoint and Other Visuals (Effective Presentations – Course 4) – 3 hours

Exit 7 - Other Issues in Workplace Communication (2 hours, 3 minutes)

Complete the following courses: [back to map](#)

- Understanding Social Media (Communicating in the World of Social Media – Course 1) – 1 hour
- Negotiating With Co-Workers (Communication in the Workplace – Course 5) – 1 hour
- Working Wounded: Making Group Decisions (Communication (videos) – Course 14) – 3 minutes



Destination:

