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WORKSHOP OVERVIEWS



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EFFECTIVE BUSINESS COMMUNICATION SKILLS

Build Stronger Relationships For Increased Success and Incredible Results

EFFECTIVE BUSINESS COMMUNICATION SKILLS

In any thriving business, cultivating a culture where every individual feels respected, trusted, and heard is paramount. Effective business communication is not solely about articulating oneself better; it's equally about listening and collaborating more adeptly with others. Drawing inspiration from the techniques employed by world-renowned improv actors, our cutting-edge workshop fuses proven methodologies from emotional intelligence, neuroscience, and the brilliance of Saturday Night Live performers to revolutionize how leaders and teams communicate.

Moxie's *Effective Business Communication Skills* workshop focuses on nurturing effective collaboration and adaptability, cultivating a culture of honest feedback, with the goal of shaping teams of skilled communicators. Participants will witness firsthand how active listening and collaboration pave the path for authentic connections, team engagement, and performance. From deciphering why conversations succeed or fail to recognizing the multitude of choices within each interaction, our workshop will empower you to navigate conversations with confidence and clarity. We'll equip you to unlock the potential of meaningful communication.



WORKSHOP TOPICS

- 1. Master a 9-Step Communication Model:** Equip your team with a structured and strategic approach to enhance verbal and nonverbal communication.
- 2. Embrace Message Clarity:** Learn techniques to articulate your message with clarity to minimize misunderstandings. Understand the difference between intention and impact to ensure your communication aligns with your objectives.
- 3. Own Your Role in Communication and Navigate Contexts Effectively:** Recognize the sender's and receiver's roles and responsibilities to foster meaningful interactions within the team.
- 4. Overcome Communication Barriers:** Understand how noise in communication channels hampers message clarity and reception. Learn strategies to mitigate noise and deliver concise, impactful messages.
- 5. Practice Active Listening:** Embrace active listening and constructive feedback to ensure mutual understanding and facilitate productive conversations.



KEY TAKEAWAYS

- Discover how to give feedback effectively but sensitively
- Uncover new and more effective ways to collaborate
- Develop active listening skills to understand, build empathy, and make others feel heard
- Communicate in more clear and concise ways so your ideas land
- Handle high-pressure situations with confidence and focus
- Find the value of mistakes and fail forward with positivity
- Respond to challenges with speed and efficiency
- Learn to communicate with authenticity



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