

Product Index

LearnKey[®]
Training

Better Business Communication



Better Business Communication 1 Session –

1-2 Hours of Interactive Training

Do you feel that you have difficulty expressing your business goals in precise terms? Better Business Communication can help you! Learn quick and easy techniques to improve all types of business communication—memos, letters, presentations, and meetings.

About The Author

This is a LearnKey course based on the book 50 One-Minute Tips to Better Communication by Dr. Phillip Bozek.

Phillip Bozek is president of Communication Designs Inc., a training company located in Tampa, Florida, that specializes in effective meeting, presentation, and training skills; business writing; facilitation; and coaching. Dr. Bozek's clients include Kennecott, Lockheed Martin, Los Alamos National Lab, MCI, Nextel, Novell, Pepsi, the U.S. Postal Service, and Volkswagen.

Session 1

Section A: Introduction

- Course Overview
- Key Fact

Section B: The Meeting

- Before the Meeting
- During the Meeting
- Leading the Meeting
- Decisions and Actions
- Key Fact

Section C: The Memo

- Business Communication
- Your Audience
- Brainstorming, Organizing, and Editing
- Key Fact

Section D: The Presentation

- The Introduction
- Getting Attention
- Nonverbal
- Your Voice
- Dealing with Questions
- Successful Communication
- Conclusion