

## PROFESSIONAL DEVELOPMENT PROGRAMS

**NOVEMBER 19, 2015**

**8:30 AM–4:30 PM**

# COMMUNICATION SKILLS FOR LEADERS

In today's workplace, we are communicating more rapidly, more often and with greater numbers of people than ever before. The prominence of email and other technology means our writing and thinking skills are showcased on a daily basis. Employees at all levels need to be able to communicate ideas effectively to customers, vendors, co-workers and management.

Our overall work performance may even be assessed by how effectively and professionally we communicate with both internal and external audiences. Expressing yourself clearly and maintaining positive relationships with others are critical to career and organizational success. The goal of this session is to improve overall communication skills.

## THIS PROGRAM WILL HELP LEADERS:

- Gain tips to establish goodwill and motivate audience action.
- Learn how to organize content strategically for optimal audience engagement.
- Increase your presentation confidence through audience analysis and preparation.



**Nicky Adams**

*Nicky Adams is a full-time lecturer in English at University of Dayton, teaching professional communication courses and coordinating the department's Writing Internship Program. She earned her B.S. in Education from Miami University and an M.A. in English with a concentration in Organizational Communication at Wright State University, where she also directed the University Writing Center for five years and taught composition and business writing. Before joining UD, Nicky was an account manager in the Workforce Development Division of Sinclair Community College, where she consulted with area businesses to assess training and development needs and implement related programs for their employees.*

*Through her LLC, Workplace Communication Consulting, Nicky also conducts corporate training on professional communication topics for academic and corporate clients in the Dayton area.*