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“Communications” (1 day)

LeadingLeaders LLC

WHY YOU SHOULD ATTEND	PROGRAM OVERVIEW
<ul style="list-style-type: none"> To be a more effective communicator with your colleagues, employees and clients 	<p>In any organization, leaders should always recognize how critical it is to communicate with clarity and consistency with their clients, employees and colleagues.</p> <p>This very interactive, one-day seminar will inform and challenge you to redefine and enhance your communications style, approach, and techniques. It is the key differentiator for aspiring and highly successful leaders and employees.</p>
WHO SHOULD ATTEND	
<ul style="list-style-type: none"> Executives and senior managers who need to improve the way they message key organizational strategies, actions and objectives Middle managers who need to learn how to receive information from their superiors and transmit the information effectively and consistently to their clients and employees Any professional who understands that clear, concise and effective communications are essential to great leadership and mission accomplishment 	<p>In this seminar, you will:</p> <ul style="list-style-type: none"> Diagram and understand the seven components of the communications process Take the Communications Style Inventory and identify your predominant style of communicating: Realtor, Socializer, Thinker, or Director Learn effective tips and practices in communicating through email, letters, phone calls and conference calls Recognize the nonverbal communications channels: voice, eyes, arms and hands, feet and attitude Practice in class the 30 second impromptu talk Examine emotional intelligence (EI) and how to use it constructively Understand and appreciate the differences in communicating with people from different generations Learn everyday communications tips and practices Learn the “21 Leadership Secrets of Success” <p>Leadership is a great responsibility that requires constant practice and development in any organization by its leaders – <i>especially in communications!</i></p>
INSTRUCTOR BIOGRAPHY:	
<p>Rear Admiral Michael Giorgione (Ret.) served for 29 years in the Navy’s Civil Engineer Corps and retired in 2010. He served in leadership positions around the world and held four commands during his career, including the unique assignment as Commanding Officer at the Presidential Retreat at Camp David and his final command as Commander, Naval Facilities Engineering Command, Pacific and U.S. Pacific Fleet Civil Engineer. After four years in the private sector, he moved full time to devote his time and energy to leadership development and executive coaching through LeadingLeaders. His clients include small and large companies, the Department of the Navy and he also guest lectures at several prominent universities. In October 2017, he successfully published his first book: <u>Inside Camp David: The Private World of the Presidential Retreat.</u></p> <p>Mike is a 1981 graduate of the U.S. Naval Academy, with a B.S. degree in Ocean Engineering and an M.S. degree in Civil Engineering from Penn State. He is an honor graduate from the Defense Language Institute and also holds executive business certificates from the Fuqua School of Business at Duke University and the Kenan-Flagler School of Business at UNC Chapel Hill. He is a registered engineer in Pennsylvania and an SAME Fellow.</p>	
COURSE POINT OF CONTACT	<p>Michael A. Giorgione, mike@leadingleaders.org, 619-495-7983</p>