



**Dwight Davis**  
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## Development Training

### Course Details

**Code:** **PS1** – Contact Dwight Davis for arrangements regarding this course.

**Name:** **PERSONAL COMMUNICATIONS SKILLS**

**Type:** Team and Personal Skills Development for managers and supervisors (employees also)

**Duration:** 2 Half Days – 8:30 A.M. to 12:30 P.M. or 8:00 A.M. to 12:00 Noon (suggestions only)

**Estimated Cost:** Contact us for a quote tailored to your specific requirements

**Description:** This course will provide your employees with a comprehensive understanding of personal communications for both verbal and written skills.

The topics to be discussed are as follows:

- Basic verbal communications – verbal, vocal, visual
- Ability to clearly and concisely express ideas
- Persuading others with communication skills
- Voice, Gestures, Timing, Visual Aids
- Getting more action taken on your recommendations
- Speaking in meetings and before a group
- How to be open for learning and improvement
- Getting over the “fears” of handling personal challenges
- Formulating Action Plans
- Developing your “Point of View” for presentation
- Written communications – memos, reports, and letters

**Objectives:** Upon successful completion of this training, your employees will be able to clearly and concisely express their ideas and thoughts. In addition, participants will be able to use additional skills to more effectively communicate for both verbal and written requirements.

### Course Delivery Method:

The format is classroom workshop facilitation training and instruction.

### Course Materials:

There are three (3) presentation packages for this course with handout packages for participants.

“Personal Communications Skills” – 30 plus pages.

“Basic Verbal Communications” – 20 plus pages.

“Effective Presentation Skills” – 20 plus pages.

### Notes:

Feel free to bring paper and writing instrument to take notes.

This course will be “fun” as well as educational! You learn MORE when you are having fun!