

Improving Communication Effectiveness

Essential Communication Training for Today's Technical Leaders

Boost Project, Leadership & Career Success!

OBJECTIVE: The essential communication course and definitive source of communication techniques that's helped thousands of technical leaders and professionals achieve greater success. Today, success in science and engineering increasingly depends on the ability to communicate skillfully.

During this exciting 2-day workshop – presented live at your facilities – you learn the ground rules for successfully communicating in a multidisciplinary R&D environment. You are then guided through the minefield of communication barriers and develop crucial skills to boost your project, leadership and career success.

KEY RESULTS:

- Plan successful communications
- Overcome communication barriers
- Deal effectively with “jargon” and language differences
- Give and receive valuable feedback
- Improve face-to-face interpersonal communication
- Develop active listening skills
- Improve meeting effectiveness
- Strengthen writing skills
- Polish oral presentation skills
- Handle the negative
- Build “goodwill” at work
- Improve managerial/organizational communication
- Manage the total communication process

RECOMMENDED FOR: All technical leaders, scientists, and engineers at every level of the management team who depend upon successful communication to achieve top results.

“Splendid! Right on point and highly informative! Well structured, great material, excellent exercises, and very helpful instruction. I absolutely recommend!”

– Ross Grayson, **Director, Environmental Health & Safety, University of California, Riverside**

“Highly Recommend! Excellent & Practical Program! There was a lot of information that I can immediately apply in my work environment!”

– Cheryl Pough, **Technical Systems Manager, Xerox**

“Great Program! The material is great for a technical professional & will help me a lot in my career.” – Gladdys Chang, **Scientist, Advanced Sterilization Products Johnson & Johnson**

“Extremely Valuable! This is positively the BEST professional development course I have ever participated in. I've learned more useful tips in this 2-day seminar than in any other course. Absolutely recommend.”

– Laura Walsh, **Industrial Hygiene Specialist, 3 M**

“Super Seminar! A great communication program! Learned many important techniques for achieving better results!”

– Bharat Malik, **Process Control Engineer, TRW**

“Excellent Program... Knowledgeable Seminar Leader! Everybody should take this course!” – Jayesh Desai, **Scientist, Ortho McNeil Pharmaceuticals, Johnson & Johnson**

SPECIAL FEATURE: A highly interactive course with active role playing, simulations, and communication problem-solving sessions, along with immediate feedback and coaching.

FOR MORE INFORMATION ABOUT THIS ON-SITE PROGRAM AND OUR OTHER TOP-RATED SHORT COURSES, PLEASE CONTACT:

Dr. David Gootnick

Managing Partner & Director

David Gootnick Associates

International Plaza, Suite 23 B

303 East 43rd Street, New York, NY 10017

TEL: (212) 818-0551 FAX: (212) 661-5638 davidgootnick@aol.com

www.davidgootnick.com



DAVID GOOTNICK ASSOCIATES

Other Available On-Site Courses for Scientists & Technical Professionals:

Assertiveness Training for Technical Professionals • Building A Winning Scientific & Technical Team • Effective Leadership of Scientists, Engineers & the Technical Team
Performance Management Excellence • Conflict Management Techniques • Presentation Skills Workshop