

Communication is Critical!

The Voice of Leadership

Communicating clearly and confidently is a critical skill for the executive, or anyone, who wishes to succeed both professionally and socially. Learn what to say and what not to say! Learn speaking strategies, listening skills, and how to develop an authentic leadership style that will translate across cultures. Assessment and training conducted by speech and voice coach and communications consultant. Develop your Executive Vocal Presence to speak and sound effective, dynamic and yet like your natural self. Learn speaking strategies including professional presentation skills, vocal vitality, body language and the flexibility and fluency that will set you apart.

Registration Code: BUSN-1947-T0201

Date: Tuesday, February 18, 2020

Time: 6:30 pm - 8:30 pm

Fee: \$49.00

Looking Good, Sounding Good

When and where might you find yourself on camera? Have you been selected to appear on your company's webinar? Will your presentation be recorded and replayed? Are you demonstrating and selling your product on your website? Do you want to start a video blog? Today, it is easy to suddenly find yourself on camera - intentionally or unintentionally. You better be prepared! You want to look and sound your best whether in a studio or on a selfie. Do you like the sound of your voice? Do you like the way you look on camera? Do you know how to work with a camera or a microphone? Learn strategies and techniques to help you look your best and sound professional when that moment arises and you find yourself in front of a lens!

Registration Code: BUSN-1948-T0201

Date: Tuesday, March 10, 2020

Time: 6:30 pm - 8:30 pm

Fee: \$49.00

How to Speak to Real People in a Virtual World

Do you need to attract new business contacts and start developing those relationships that lead to new business? Or would you like to make a new friend - and not just online. Do you know how to negotiate life's social challenges? Do you know how to start, and maintain, a conversation with a stranger? Whether you are going on an interview or attending a networking event for your business or job, you need a wide range of communication skills. You need to communicate and connect with real people. And some of those real people can be challenging! Do you know how to really listen or read someone's body language? Learn practical tips and techniques that you can apply right away. Learn how to connect with small talk that will make a big difference in your life.

Registration Code: BUSN-1949-T0201

Date: Tuesday, March 24, 2020

Time: 6:30 pm - 8:30 pm

Fee: \$49.00

Register online at oaklandcc.edu/ce or for more information call **248.232.4167** or **248.232.4150**



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