

Communications



Overview

This workshop is designed for learners interested in exploring and improving their communication skills in an office environment. Strong communication is the skill set most sought after by corporate hiring managers.

Goals

The goal of this workshop is to provide learners with the skills needed to feel confident when communicating at work to different audiences and in different settings. Upon completion of this workshop, attendees should be able to:

- Recall why communication is important as they grow their careers
- Describe the components of effective verbal and written communications
- Apply active listening techniques to balance the need to deliver a message and the need to listen to others
- Deliver a quick “60 second” summary of skills, experiences and career desires to help network effectively

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DURATION

60 minutes



DELIVERY CHANNEL

Virtual
instructor led



INSTRUCTOR

Experienced
Bank of America
facilitator



LEVEL

Foundational
career
readiness



Workshop modules

1. Verbal communication
2. Written communication
3. Balance between message delivery and listening