

EAC Training

OUTLINE

- Topic:** **Interpersonal Communication**
- Description:** The Interpersonal Communication Program is designed for managers and non-managers. The focus of the program is on open and active two-way communication and is designed to give participants the skills they need to develop and maintain good communication within a team. The program examines different communication styles that impact effective communication and includes “hands on” exercises that give participants the opportunity to practice both their listening and responding skills.
- Equipment:** Hand-outs
Flip Chart
- Room Arrangement:** The optimal set-up for this program is to have chairs and tables arranged in a U-shape or half circle. It is also helpful if the participants can be broken into smaller groups for the exercises.
- Number of People:** This training is best facilitated with a range of 15 - 30 participants.
- Time:** One Hour
- Delivered by:** Employee Assistance Professional Staff
Ron Scott

