

# Crystal Clear Team Communication

## 1 Day

Once everyone on your team speaks a common language, communication becomes crystal clear. This session will get you talking productively and sorting out communication issues. You'll work out how to achieve more in meetings, solve problems quickly, prevent arguments disrupting your team and demonstrate respect for the individuals in your group.

### What you'll learn to do in this course

You'll come out of this session with powerful tools for improving your team's communication. We'll guide you through exercises and discussions that will help the team solve problems and create workable action plans. You'll talk through examples and enjoy practical exercises. At the end of the workshop, you should be able to:

- Use a checklist to assess how well your team is communicating
- Fix issues that block successful communication
- Use problem-solving tools to sort out conflicts
- Get more value from team meetings
- Handle disagreements without getting into fights

### Topics you'll cover

- Team assessment: how well are you communicating?
- Essentials of team communication
- Problem solving session: overcoming barriers to clear communication
- Four tools for group problem-solving
- Meetings, meetings, meetings
- RESPECT model of conflict resolution
- Practical session: planning to move forward

**Book your training NOW**

Call Eleanor Shakiba on 0433 126 841  
Download course information at  
[www.thinklearnsucceed.com.au](http://www.thinklearnsucceed.com.au)

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think  
learn?  
succeed

“Smart training for clever people”

**What others have said  
about the course...**

“A good professional session that  
provided practical solutions and  
encouraged participation.”

“Great. It allowed everyone to express  
their ideas.”

“One of the finest courses I have  
attended.”

