

Communication Tips for Modern Business Professionals

GoSkills online course syllabus

Skill level

Beginner

Lessons

19

Pre-requisites

No prior experience needed

Video duration

1h 9m

Estimated study time

1h 9m

Instructor

Dustin York

Introduction

1

Master effective workplace communication

Being able to communicate effectively is an important skill for everyone to have, especially in the workplace.

Types of Workplace Communication

2

Strengthen your verbal communication

Spoken language is essential for building your professional brand.

3

Improve your writing skills

Your professional writing can make or break effective communication. After watching this video, you'll be able to apply new writing strategies.

4

Leverage nonverbal communication

Nonverbal communication is a superpower for your professional future.

5

Present like a pro

Presentations don't need to be boring or anxiety driven.

6

Master the elevator pitch

An elevator pitch can quickly sell your professional brand to others.

Digital Communication

7

Craft effective emails

Email is essential for businesses, but knowing how to email effectively can be challenging.

8 **Lean into collaboration tools**
In today's business environment, technology is changing how teams collaborate.

9 **Master virtual meetings**
There are specific tricks you can use to communicate effectively even in a virtual meeting.

Working with Others

10 **Become an active listener**
You have two ears but only one mouth for a reason.

11 **Build your negotiation skills**
Every job has an element of selling - from selling an idea to your boss, to selling coworkers on going in a new direction.

12 **Practice healthy conflict resolution**
Conflict in the workplace is unpreventable.

13 **Navigate workplace politics**
Workplace gossip, saving face, communicating your way to a promotion - these are all essential for workplace diplomacy.

14 **Give effective feedback**
Feedback is essential to growing an effective workplace team.

Group Communication

15 **Network like a pro**
It's not just what you know, but who you know.

16 **Crush your meetings**
Meetings are an everyday occurrence in all businesses. After watching this video, you'll be able to apply steps to crush your next meeting.

17 **Use your time wisely**
In the workplace, time is essential.

18 Navigate workplace relationships

Holiday parties, work trips, work friends - these are all part of a traditional work environment.

Conclusion

19 Next steps

Thank you for watching this course! Now that you've completed this course, you're ready to communicate more effectively in and out of the workplace.

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