

Kit 1: Communicating Respect and Leadership (5 comprehensive lessons)

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More info...Communicating Respect and Leadership (5 lessons) 312 pages of detailed lesson plans and support materials- ready-to-use, created by the leading experts in the field. You can start making money using and teaching these lessons immediately!

The lessons in this core topic area cover everything you need to know to help individuals and groups in business or other professional settings communicate with confidence and courtesy. Topics include: pinpointing communication problems and overcoming communication catastrophes; listening skills; communication habits that increase teamwork and productivity; understanding communication types; nonverbal communication; first impressions; handshakes; use of business cards; verbal communication skills; effective use of voice; word choice; using technology politely, and more.

1. Communicating Professionalism
2. Nonverbal Communications
3. Verbal Communications
4. High Tech Talk – Technology and Courtesy
5. Office Politics – Workplace Communications

BONUS- Buy a 5-lesson training kit now and we'll send you 3 additional complimentary e-books written by Canada's leading expert on civility in the workplace:

- ❑ Power Suit, Power Lunch, Power Failure
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