

Effective Communication Skills For Managers And Supervisors

★★★★★



Ir. Renardhy H. Lumelle, M.Kom >>



Outline

Deskripsi

Effective Communication Skills For Managers And Supervisors adalah Training Program yang didesain untuk Para Manager dan Supervisor dalam hal untuk berkomunikasi yang **Effective** baik komunikasi ke Bawahannya maupun ke Atasannya. Komunikasi adalah sebuah seni, diantaranya seni bagaimana menggerakkan orang (sekelompok orang) dimana orang (sekelompok orang) tsb mau melakukan kerjanya dengan tulus bahkan semangat. Banyak sekali kita temui Supervisor, Manager, bahkan General Manager mengalami kesulitan dalam menyampaikan pesan secara **effective** kepada bawahannya dan atasannya.

Tujuan Pelatihan

- Komunikasi secara umum
- Komunikasi yang efektif
- Komunikasi yang efektif di lingkungan kerja (Organisasi)

Outline Materi

Materi training yang akan di bahas topik **Effective Communication Skills For Managers And Supervisors** adalah :

- Latar Belakang Pentingnya Komunikasi
- Tujuan Komunikasi
- Pengertian Komunikasi
- Jenis, Elemen dan Fungsi Komunikasi
- Ekspresi Suara
- Gaya Komunikasi
- Komunikasi Asertif dengan Atasan
- Komunikasi Asertif dengan Bawahan
- Tips Berkomunikasi yang Efektif
- Komunikasi Efektif Tatap Muka, Kelompok Kecil dan Kelompok Besar

Metode Pelatihan

Training **Effective Communication Skills For Managers And Supervisors** dilaksanakan dengan metode:

- Self Learning
- Social Learning
- Practical Learning

Facilitator

Biaya dan Jadwal

Rp 2.95jt – Group
Rp 3.15jt – Early Bird
Rp 3.45jt – Full Fare

**Harga belum termasuk pajak*

Kelas ini akan dijalankan bila minimal ada 2 peserta yang mendaftar.

📅 14 Jun 2023

🕒 09.00 – 17.00

📍 Kustakesa Hotel – Kemang / Best
Western Premier – Cawang / The Aryaduta
Hotel Semanggi

**Untuk pelatihan Inclass, Hotel masih bersubsidi*

Fasilitas Training

- ✓ Modul pelatihan dan seminar kit (untuk modul inclass)
- ✓ Sertifikat pelatihan
- ✓ Makan siang dan coffee break (untuk kelas inclass)
- ✓ Harga belum termasuk penginapan dan transportasi

REGISTRASI

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Words That Work In Business A Practical Guide To Effective Comm

Mary Goyer



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Words That Work in Business Ike Lasater, Julie Stiles, 2010 Practical tools matched with recognizable work scenarios to help anyone address the most common workplace relationship issues **Words That Work in Business, 2nd Edition** Ike Lasater, 2019-04-01 Addressing the most common workplace relationship challenges this manual shows how to use the principles of nonviolent communication to improve any workplace atmosphere Offering practical tools that match recognizable work scenarios this guide can help all employees positively affect their work relationships and company culture regardless of their position This handbook displays proven communication skills for effectively handling difficult conversations reducing workplace conflict and stress improving individual and team productivity having more effective meetings and giving and receiving meaningful feedback thereby creating a more enjoyable work environment

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Increase our ability to live with choice meaning and connection Connect empathically with self and others to have more satisfying relationships Sharing of resources so everyone is able to benefit **Eat by Choice, Not by Habit** Sylvia Haskvitz,2005 Helps you uncover the missing link in your relationship with your body and food *Connecting Across Differences* Jane Marantz Connor,Dian Killian,2012 Explores the concepts applications and power of the nonviolent communication process and looks at the most common barriers to effective communication *The Healing Power of Empathy* Mary Goyer,2019-05-01 Empathy is an essential leadership skill and a cornerstone of good relationships but it can be hard to access when it s most needed Luckily empathy is also a learnable skill with the power to move conversations out of gridlock and pain With mindfulness empathy has deescalated conflicts combated loneliness and built human connections in the most unlikely places With this book readers will learn how anger and blame get translated and productive dialogues made possible how to repair arguments before they cause damage and how self empathy transforms relationships With more than 70 stories collected from Nonviolent Communication trainers and practitioners around the world readers will encounter new ways to talk to the people in their lives and learn techniques for empathizing with one s self and with others at home at work and in the community *Being Genuine* Thomas D'Ansembourg,2007 In this English translation of the French bestseller readers will learn simple practical skills to step outside of their emotional masks to live a genuine authentic life Teaching everyday communication skills to respectfully express true feelings and the power of requesting wants without demands or force readers learn how to tackle life s difficult situations and conversations with ease and even excitement Topics include ideas and advice on how to identify feelings and needs without blaming others honest and respectful self expression facing conflict with ease and finding balance by staying connected to basic needs **A Helping Hand, Mediation with Nonviolent Communication** Liv Larsson,2011-02-01 In this book you will get a good foundation in Marshall Rosenberg s Nonviolent Communication NVC on which this very down to earth approach to mediation is based upon and lots of answers to practical questions Back Cover

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