

*Annie K*

COMMUNICATION MATTERS

## Annie K's Communication Program for Personal and Professional Development



**Communicate Effectively**

This program is designed to assist you to enhance your communications, communicate with confidence, and strengthen your business relationships at all levels of the workplace.

# Annie K's Communication Program for Personal and Professional Development

## Communication Styles & Differences

- Understand how communication styles impact your relationships with others
- Identify your own personal communication style
- Understand the four communication styles
- Quickly identify the communication styles of others
- Improve the interactions you have with people

## Communicate with Confidence

- Develop strategies to Communicate with confidence
- Reduce the stress of over-committing
- Balance your personal & professional priorities

## Emotional Intelligence

- Learn the key components of Emotional Intelligence
- Discover your emotional intelligence levels
- Strengthen your people skills through effective use of emotional intelligence skills

## Assertiveness & Conflict Management

- Learn how to be more assertive in the workplace
- Recognise the difference between assertive, passive and aggressive communication
- Give feedback in an assertive
- Resolve conflicts before they escalate

## Presentation Skills

- Learn how to present with confidence
- Discover practical ways to handle nerves when speaking in public
- Learn how to project your voice for larger audiences
- Learn how to get your message across clearly and with maximum impact

## Personality Differences & Behaviour

- Learn about personality types
- Discover your own personality type
- Understand the impact personality differences have on our interactions and behaviour

## Workshop Inclusions

- Communication workshop
- Learner materials
- A light lunch/supper, tea and coffee

# ENHANCE YOUR COMMUNICATIONS FOR PERSONAL AND PROFESSIONAL SUCCESS



Annie Keoghan, business owner, Annie K Communication Matters, has 25 years' experience as a communication consultant.

Annie provides individual communication coaching and group workshops to business owners, leaders and professionals.

Annie is committed to the ongoing development of people so that they can achieve their potential, and achieve personal wellbeing and professional success.

**Workshops are currently being scheduled for 2018**

Register your availability to secure your place. **YES!**

**Annie, I am available to attend the Annie K's Communication Program for Personal and Professional Development - please tick  the workshops you wish to attend:**

Communication Styles & Differences

Armidale:          Sydney:

Assertiveness & Conflict Management

Armidale:          Sydney:

Communicate with Confidence

Armidale:          Sydney:

Presentation Skills

Armidale:          Sydney:

Voice Coaching

Armidale:          Sydney:

Personality Differences and Behaviour

Armidale:          Sydney:

# Annie K's Communication Program for Personal and Professional Development

Please complete the form below and email to [annie@anniek.com.au](mailto:annie@anniek.com.au)

Name:

Organisation:

Address:

Phone:

Email Address:

Please be assured that Annie K Communication Matters will NEVER share, rent or sell your information to any other company.

## Your investment options:

**Initial workshop:** \$200.00

**Additional workshops for the same participant:** \$175.00 per workshop

[www.anniek.com.au](http://www.anniek.com.au)