

Communicating in the Workplace

Online Workshop

Communicating in the Workplace builds teamwork skills and gain a solid understanding of workplace expectations. Effectively communicating and collaborating are high priority skills identified by today's employers.

This workshop is:

- a 2-week commitment (17 hrs of content delivered over 9 days);
- a self-directed online training program consisting of 6 modules;
- accessible on your computer, laptop or tablet using a webcam and audio.

Note that each module is followed by a virtual session with other learners and the instructor.

What should I expect?

Communicating in the Workplace provides an understanding of today's workplace expectations with a focus on communication and teamwork skills. Many practical strategies will be shared that you can use on the job. An orientation session is provided to get you started. While learners work on each module independently, a facilitator is available to support and answer questions.

Module 1: Thriving in the Ever-Changing Workplace

Module 2: Communicating for Workplace Success

Module 3: Navigating Conflict

Module 4: Respectful Workplace

Module 5: A Mindset for Success in the Workplace

Module 6: Putting it Together

Who will benefit from taking this workshop?

- √ Those getting ready to move into employment or are beginning job search activities
- √ Those who want a better understanding of what to expect in today's workplace
- √ Those wanting to brush up on communication and teamwork skills for success in the workplace
- √ Those that want to develop their own personal 'toolkit' of practical strategies to use on the job

For more information, contact us toll free at 1-888-282-9980 or referral@esmanitoba.ca

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