How to Communicate
With Tact, Professionalism, and Diplomacy

Learn the secrets to being seen as a polished, influential professional who garners respect and builds positive relationships with ease.

- Keys to being a direct communicator without coming across as blunt or uncaring
- Secrets to appearing professional and confident, even when you feel nervous and uncertain
- How to establish instant rapport with someone you just met
- Techniques for “reading” others so you communicate with their needs in mind
- Communicating in conflict: considerations that’ll keep you from making a terrible mistake
- Assertiveness techniques that help you get what you want ... without alienating others
- Techniques for persuasive communication when you need to get others’ buy-in

Special Section: Communicating via Technology

ENROLL AT NationalSeminarsTraining.com/CP
or call 1-800-258-7246
People judge you by how you communicate.

It's a fact: The ability to communicate effectively can make or break your career. Don't believe it? Consider this staggering statistic from a survey of U.S. businesses: “inability to communicate” and “poor communication skills” were listed as the top reasons for employees not succeeding on the job.

In today’s highly competitive business environment, effective, diplomatic communication is a skill that must be mastered if you intend to get ahead and stay there.

How to Communicate With Tact, Professionalism, and Diplomacy is a powerful workshop that combines all facets of on-the-job interpersonal communication – from speaking to writing to listening to presenting – and shows you step-by-step how to master them.

Are You Ever Faced With These Communication Challenges?

Do you ever …

☐ Find your team projects suffering communication breakdowns?
☐ Feel angry because someone put you down or challenged you in front of others?
☐ Get the feeling that others aren’t listening to you?
☐ Fumble for the right words when asked a question unexpectedly in a meeting?
☐ Dread delivering bad news to employees, supervisors, or clients?
☐ Envy other professionals who express their ideas with such confidence and power?

If any of these communication challenges sound all too familiar, you don’t want to miss this workshop. Enroll today.

The use of this seal is not an endorsement by the HR Certification Institute of the quality of the program. It means that this program has met the HR Certification Institute’s criteria to be pre-approved for recertification credit.
VIP #919-118101-001

Learn the secrets to being seen as a polished, professional who gains respect and builds positive relationships with ease.

Secrets to Creditable Communication

"There's more to communication than you think. Learn the techniques for better communication to get your message across and improve your relationships."

Special Section: Communicating on the Move

Track the basics of communication with a mobile phone and keep the lines open. Get the best tips to stay in touch with people on the go.

Secrets to Clifford Effect

"You can communicate with a single word or sentence. Learn the techniques for keeping your message clear and concise, even when you're in a hurry."

Track the basics of communication with a mobile phone and keep the lines open. Get the best tips to stay in touch with people on the go.

How to Build Resilient Relationships

"Strong relationships are built on trust and understanding. Learn the techniques for building strong, lasting relationships that will last for years to come."

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