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# Effective Communication Webinar Outline

## Effective Communication in Professional and Technical Environments

### 2-Hour Live Webinar

1:00 to 2:00	Communication Limitations & Pitfalls In Person Texting Phone Calls Emails Reports Plant Documentation Communicating with Regulators A Picture is Worth a Thousand Words Clear & Simple Communication Concise Messaging Feedback & Noise
2:00 to 2:15	Break
2:15 to 3:15	Story Telling Using Analogies to Explain Reading the Room Rabbit Holes & Diversions Being Nice is Not Always Nice Trust is Built Brick by Brick Encourage & Praise Nonverbal Communication Active Listening Respect & Accountability