

## ARCHITECT & ENGINEER SERIES

Successful architects and engineers need good communication skills. Ovson Communications can help your team learn communication skills that will help them manage disagreements and conflict, become assertive negotiators, and learn collaborative skills that will lead to better, longer lasting relationships.

### WORKSHOP

#### Time Management for Winners

*How to Make More With Less*

### ISSUES

Lost time, whether it is from procrastination, constant interruptions, or dealing with continuous crises because of inefficient prioritizing is gone and never to return. We cannot make more time, but we can learn to do more with what we have.

### BENEFITS

- Increase productivity and reduce stress by getting organized
- Gain valuable time by stopping interruptions and reducing procrastination
- Accomplish more in less time by creating productive habits
- Gain insights on creating healthy work environments

#### Negotiating for Success

*Building Confidence, Trust, and Income through Sales*

Everyday, you negotiate with different types of people (staff, superiors, clients, contractors, partners, etc). Your ability to influence, reduce conflict, and solve problems is essential for you and your organization's success.

- Get what you want
- Reduce stress by turning difficult conversations into occasions for productive problem solving
- Make better deals and increase bottom line
- Build trust and long-term relationships by creating win-win solutions

#### Communicating Through Difficult Conversations

*Communicating Up, Down, and Sideways*

Difficult conversations are stressful, anxiety producing, and unproductive. We can either avoid them and let bad feelings linger, confront them and work through those consequences, or best of all, learn the skills to transform these difficult conversations and disagreements into opportunities for problem solving and collaboration.

- Manage difficult conversations with confidence
- Reduce office tension and anxiety
- Increase productive decision making and opportunities for problem solving
- Build long lasting work relationships

#### Communication for Managers

*Making Communications Work at Work*

Language is often imprecise and vague. This can interfere with getting things done. Managers need to know how to be precise with their instruction, work with different types of communicators, and move forward with their own schedule. The ability to get people to understand what you need and when you need it is imperative to your success.

- Effectively manage their group
- Negotiate and communicate with more confidence and effectiveness
- Resolve conflicts within their team in less time with better results
- Reduce errors by providing clear language and objectives to team members
- Solve problems and make decisions in less time and with less stress

Ovson Communications motivates people to take action. We focus on real problems, use humor to encourage participation & breakdown resistance to learning, and develop step-by-step strategies to define and capture opportunities. Ovson Communications customizes all workshops to the specific needs of your organization. Take the first step to success - contact us today to schedule your FREE 20-minute phone assessment.

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