

# **Inmate Seminar Series**

## **USING EFFECTIVE COMMUNICATION TO HELP INMATES TRANSITION TO LIFE OUTSIDE OF PRISON**

### **PART I - THE GRAMMAR COURSE**

In business, how you state your message can be as influential, or as damaging, as the message itself. This workshop helps you eliminate embarrassing grammatical mistakes and improve the way you communicate.

#### **Designed to help you:**

- Improve your punctuation
- Spell commonly misspelled words correctly
- Eliminate embarrassing usage problems
- Handle difficulties in pronunciation
- Improve the way you communicate

### **PART II - POSITIONING YOURSELF FOR SUCCESS**

This seminar will help you align yourself with your personal goals, change how people perceive you and develop ways to make you more self-confident and valuable to others.

#### **Designed to help you:**

- Align your values with your organization's values to better achieve your career goals and your company's goals
- See the importance of perception in creating your reputation
- Develop the skills to design, plan and manage your reputation at every stage of your career
- Discover how to market yourself in terms of values and personality
- Learn how to assess and work within your company's performance and reward systems

### **PART III - PROJECTING A POSITIVE IMAGE**

Discover a self-image that feels right to you--and looks great to future employers.

#### **Designed to help you:**

- Look, act, and dress for a future position
- Read the body language of others
- Use eye contact, gestures, stance, and voice tone to send the right message
- Convey poise and confidence
- Polish your professional speech

## **PART IV - COMMUNICATION AND INTERPERSONAL SKILLS**

Enhance your technical expertise--with interpersonal skills and savvy. This seminar will help you develop the interpersonal skills that can spell the difference between success and failure in getting your job done.

### **Designed to help you:**

- Find solutions to people problems
- Project a presence that attracts the right kind of attention
- Create a climate for action
- Motivate others and facilitate change through a team approach
- Promote your ideas to the group
- Develop the savvy to deal with company politics
- Develop "active" listening skills to really tune in to co-workers
- Realize how others perceive you and improve communication to get the response you want

## **PART V - BUILDING BETTER WORK RELATIONSHIPS**

Improve your communication skills--and all aspects of your working relationships! This seminar gives you solid learn-by-doing training to sharpen your skills with future co-workers and employers.

### **Designed to help you:**

- Develop flexibility in actions, thoughts and feelings
- Enhance your ability to learn
- Determine if other people's behavior matches their verbal messages
- Recognize how your behavior affects your image

## **PART VI - DYNAMIC LISTENING SKILLS FOR SUCCESSFUL COMMUNICATION**

To be effective, you've got to be an effective listener! If you're not communicating well, you're probably not listening. To most people, communication means expressing thoughts and ideas effectively. But good listening skills are equally important.

### **Designed to help you:**

- Motivate other people to give you the information you need
- Become more confident that you've understood another person's message correctly
- Increase positive information flow, enhancing productivity and performance
- Strengthen trust and morale