



Communicate with Impact

Communication Excellence Series



ATENEO DE MANILA UNIVERSITY
GRADUATE SCHOOL OF BUSINESS

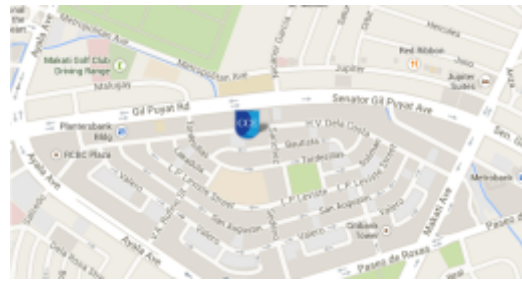


Package inclusions:

- Program fee
- Training kit
- AM/PM snacks
- Lunch
- Certificate of course completion

Venue:

Ateneo de Manila University - Salcedo Campus
3/F Ateneo Professional Schools Bldg.
130 H.V. Dela Costa St., Salcedo Village,
Makati City, Philippines



DATES

August 19 - 20, 2019
Monday - Tuesday
9:30 am - 5:30 pm

PROGRAM FEE

Php 11,800.00 (Early Eagle Rate
until Aug. 5)
Php 12,800.00 (Regular Rate)

HOW TO REGISTER

Online
www.cce.ateneo.edu

Email

sales.cce@ateneo.edu

Call

+63(2)830.2040

*Schedules and prices may
change without prior notice.*



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July 10, 2019

human resources management

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 CENTER FOR CONTINUING EDUCATION

The art of communication is the language of leadership. - James C. Humes

Regardless of what business you are in – a large corporation, a small company or even a home-based business – superior speaking skills are essential for success.

Communicate With Impact helps you to understand effective speaking, and then shows you how to communicate your message in the best possible way. It is designed to provide information and background on spoken communication in a variety of settings: dyadic, small group, and audience.

This two-day program provides innovative instruction to help refine personal speaking styles. It presents an opportunity for you to see yourself as a whole person with a proper appreciation of yourself as a speech communicator, both as a source and a receiver.

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objectives

A successful participant will have an enhanced understanding of :

1. The variables that affect and effect spoken communication;
2. The fundamental skills that are essential for effective speaking; and
3. The dynamic relationship between speaker and audience.

who should attend

This workshop is designed for all professionals, supervisors, managers, and staff who want to enhance their oral communication skills.



resource person



MARIA SOCORRO (BABY) P. JAMIAS is a Gallup-Certified Strengths Coach, a learning and development facilitator, and a capability-building consultant. She also has a Certificate in Organization Development from the Ateneo Human Resources Center. She works with the academe, government, various businesses, and other private organizations. Her expertise includes performance improvement, talent management, professional skills development, and leadership and management training.

Ms. Jamias was a faculty member of Far Eastern University, University of Sto. Tomas, Maryknoll (now Miriam) College, St. Joseph's College, and Ateneo de Manila.

She completed her Master of Arts degree in Linguistics at the Ateneo de Manila University. She likewise took graduate studies in Education, Drama, and Speech at the University of the Philippines, University of Sto. Tomas, and Ateneo de Manila University respectively.

Currently, she is Program Director of the Happiness at Work Series and the Communication Excellence Series of the Ateneo Center for Continuing Education.

program content

- I. **You as a communication medium**
 - A. Making a great first impression
 - B. The importance of removing barriers
 - C. Likeability and credibility
- II. **Fundamentals in speaking**
 - A. The visual aspect: The person seen
 - B. The vocal aspect: The person heard
 - C. The verbal aspect: The person understood
- III. **Speaking relationship**
 - A. One-to-one: Dyadic communication
 - B. Small group communication
 - C. Audience communication
- IV. **Putting it all together**
 - A. Portrayal of communication situations
 - B. Critiquing

complementary courses

Business Writing Basics

July 29, 2019

Writing skills have become a determining factor in work productivity and success. People who aspire to do well—or even stand out—at work need to invest in developing these skills. This course is for professionals who want to have stronger writing skills in the business context.

Delivering Dynamic Presentations

September 19 - 20, 2019

This course uses an approach that makes learning both easy and enjoyable. It is a no-frills run-down on the best way to handle a speaking situation. It is a program of strategies that shows what to do, when to do it, how to do it.