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Title: Communication IQ Workshop - Building Effective Communication Skills

Duration: 4 hours

Objective: The workshop aims to enhance participants' Communication Intelligence (Communication IQ) by providing them with practical tools, techniques, and strategies to become effective communicators in both personal and professional settings.

Session 1: Introduction to Communication IQ (60 minutes)

- Definition of Communication IQ and its importance in various aspects of life
- Understanding the components of Communication IQ: Verbal, Non-verbal, and Emotional Intelligence
- Self-assessment: Participants evaluate their current communication strengths and areas for improvement

Session 2: Mastering Verbal Communication (60 minutes)

- Effective listening skills: Active listening and empathetic responses
- Enhancing clarity and articulation in speech
- Assertive communication: Balancing directness and respect

Break (15 minutes)

Session 3: Navigating Non-verbal Communication (60 minutes)

- Understanding body language and its impact on communication
- Using gestures, facial expressions, and eye contact effectively
- Interpreting non-verbal cues to better understand others

Session 4: Developing Emotional Intelligence in Communication (60 minutes)

- Recognizing and managing emotions during communication



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- Empathy and understanding others' emotions
- Emotional regulation techniques for challenging situations

Break (15 minutes)

Session 5: Adapting Communication Styles (60 minutes)

- Identifying different communication styles and their strengths
- Tailoring communication to suit the preferences of different individuals or groups
- Overcoming communication barriers and misunderstandings

Session 6: Building Effective Relationships through Communication (45 minutes)

- Building trust and rapport through communication
- Conflict resolution and difficult conversations
- Constructive feedback and praise: The art of giving and receiving feedback

Session 7: Applying Communication IQ in Professional Settings (30 minutes)

- Effective communication in the workplace: Meetings, presentations, and emails
- Communicating with superiors, peers, and subordinates
- Networking and relationship-building for career growth

Closing and Q&A (30 minutes)

- Recap of key concepts and strategies covered in the workshop
- Encouraging participants to set personal communication improvement goals
- Open floor for participants to ask questions, share experiences, and seek further guidance



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Note: To make the workshop interactive and engaging, role-playing exercises, group discussions, and real-life scenarios can be incorporated. The facilitator should encourage active participation and provide personalized feedback to help participants apply the concepts in their everyday communication. Additionally, providing handouts or resources for further self-study and improvement can be beneficial.