



Practice Effective Communications

ENT1557

(3 Days)

Objective

Supervisors need to communicate daily with their employees in compliance with the performance objectives of U6103 of the Hardrock Supervisory Common Core Program #770121. They are responsible for planning, organizing, staffing, directing and controlling work functions in a safe and productive manner. Practice Effective Communication helps establish the context and purpose of these responsibilities. This three-day course will cover the essential topics of Consulting with workplace groups, Knowledge of organizational systems, Verbal and listening skills, Effective written communications according to government legislation and company standards and conducting crew and safety meetings.

Process:

Participants are asked to participate in a variety of small-group exercises, simulations and discussions designed to explore in detail the topics covered and practice techniques for later use in a work environment.

Participants will be able to:

- use effective communication techniques to consult with various support groups and resources
- demonstrate a knowledge of organizational communication systems
- demonstrate effective personal verbal and listening skills
- write effectively according to government legislation and company standards
- conduct meetings to promote safety and address productivity and other issues.

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