



## Transparent Communication in the Workplace

Description:	Employees who are inspired by their organizations enjoy cultures that are equitable, have clearly defined roles and responsibilities, and demand accountability. Transparency is at the heart of these organizations and information flows without restraint.
Defined Instructional Objectives:	Participants will learn about establishing and implementing protocols for communication and systems for positively reinforcing these systems. .
Measurable Learning Outcomes:	<ol style="list-style-type: none"> <li>1. Participants will learn how to ask powerful questions</li> <li>2. Participants will learn the principles and practices of design thinking</li> <li>3. Participants will learn the power and application of sharing successes for increased learning and growth</li> <li>4. Participants will learn how to maximize the power of communication throughout the organization</li> <li>5. Participants will learn the impact of the Voice of the Employee (VoE)</li> </ol>
Course Components:	<ol style="list-style-type: none"> <li>1. Team culture</li> <li>2. Clearly Defined Roles</li> <li>3. IDEO's Design Thinking</li> <li>4. Committees</li> <li>5. Celebrating Successes</li> <li>6. Communication in All Directions</li> <li>7. Voice of the Employee (VoE)</li> </ol>
Assessments Methods:	Verbal understanding of concepts and written reflection (worksheets), completion of self assessments
Delivery Methods:	In person one to one and group training sessions, goal setting worksheets, exercises, active/empathic listening templates, progress tracking
Format:	This training is offered in person one to one, group, or by Skype/Facetime and can be adapted to partnerships and teams.
Duration/Schedule:	The training is based upon 8 hours of individual and group sessions over a period of 4 to 12 weeks.
Attendees:	1 to 100
Completion Requirements:	Participants are required to complete 8 hours of training plus and additional estimated 6 hours of project homework.
Course Fees:	Course fees are contingent on total number of hours of individual and group trainings, number of participants, and if this training is held alone or in conjunction with other trainings. For example: a complete 6 course series (Emotional Intelligence, Healthy Conflict, Transparent Communication, Collaborative Eco-Systems, Team Building with Purpose, and Creating Trust), with 8 hours of training each and 13 participants costs approximately \$72/participant/hour + GST