

Topic	Offerings	Description	Contact Information	Frequency/Specific Dates	Curriculum Development
<i>Talent Management</i>					
Communication	Speak Like a Pro I & II	<p>Suitable for more experienced presenters as well as anyone who has attended Learning and Development's Speak Like a Pro class, Speak Like a Pro II focuses on managing stage fright and maintaining composure in front of any size audience.</p> <p>Voice and body language will be explored as effective communication tools. Key tactics of adding maximum impact to any presentation are offered along with methods for quick and confident preparations.</p> <p>Participants are asked to prepare in advance a 10-minute presentation and will be videotaped in order to get instant feedback on their strengths and areas that need improvement.</p>	Carolyn Cook (carolyncook@jhu.edu)	Annually, Spring and Summer	
Communication	FLEX Talk	<p>Communication has never been more important than it is today. The world has become more sophisticated and complex and people have greater expectations. At the same time, we all work in a climate of increasing time pressures, financial constraints, and personal accountability. Given such competing demands, it is not surprising that complaints and litigation continue to increase. Much of the time, these complaints and disagreements often relate more to what was said (or the way it was said) than what was done. By the end of instruction participants will be able to describe their own psychological type preferences in terms of the MBTI framework, identify the ways their type prefers to interact, and recognize behavior cues from each type preference. Further, participants learn to identify behavioral cues and mental functions and explain how others prefer to receive communication in a professional setting. The session offers the time to discuss and begin to practice alternative ways of communicating with people of different type preferences to "flex" communication style. It is suggested, but not required, that participants have some past knowledge of the MBTI, although it is not expected that people will have gained that knowledge at Hopkins.</p>	Carolyn Cook (carolyncook@jhu.edu)	Annually, May	
Communication	Communicating with Others	<p>The lifeblood of all strong relationships is good communication. Individual and group productivity are greatly enhanced by the ability to communicate well. Participants in this course will identify their preferences in verbal and nonverbal communication. You will uncover a tendency toward one of four communication styles: driver, analytic, relater amiable, and expressive. You will learn about your style's inherent strengths and trouble spots, and the impact of your style in the workplace. You will also explore attributes of effective communication and develop listening and assertion skills.</p>	Carolyn Cook (carolyncook@jhu.edu)	Annually, Sept	

Communication	The Art of Negotiation	We all use negotiation skills every day, even though we may know little about the art and science of gaining agreement. In this workshop, participants will review and discuss approaches and strategies to help negotiate successfully, while minimizing negative conflict and keeping relationships intact. This experiential session will provide you with the basic knowledge of negotiation concepts and opportunities to practice these skills and will focus on the process, techniques and tools of effectively negotiating at work.	Carolyn Cook (carolyncook@jhu.edu)	Annually, Dec	
Communication	Relationship Awareness Theory	Understanding the behavior that governs your interaction with others is the first step in reducing interpersonal conflict. This one day Relationship Awareness Theory workshop will provide you with an understanding of your personal strength in relating to others under two conditions: when things are going well, and when you are faced with disagreement that may produce conflict. At the end of this workshop, you will be able to better deploy your personal strengths, that is, move strategically to take a position for effective action. You will also understand how the predictable manner in which you behave during conflict impacts the way others respond to you and ultimately, your relationships with them.	Carolyn Cook (carolyncook@jhu.edu)	Annually, July	
<i>Carey School of Business</i>					
Communication	Seminars in the Business Communication	Whether you are pitching an idea, presenting at a conference or building trust with your clients or colleagues, our Business Communication seminars provide participants with tactical skills, confidence-building practice and research-driven results. Developing participants' questioning, listening and presenting abilities, business communication seminars support influential speakers in creating and delivering impactful messages.	Contact the Office of Executive Education at 410-234-9363 or carey.execed@jhu.edu	Varied -multiple times per year	http://carey.jhu.edu/exec-ed/programs-for-individuals/business-communication/effective-workplace-presentations http://carey.jhu.edu/exec-ed/programs-for-individuals/business-communication/persuasive-communication http://carey.jhu.edu/exec-ed/programs-for-individuals/business-communication/powerful-public-speaking