Communication Skills

Enhance Your Workforce, Advance Your Career.

To be a key contributor in your organization, you need well-developed communication and professional skills. Graduate School USA offers a curriculum designed to help you develop and expand your abilities.

Communication Skills courses focus on various forms of interpersonal communication covering topics such as effective communication with customers, assertiveness, conflict resolution, listening and memory development, public speaking, and more.

The Graduate School USA Difference

Graduate School USA provides a stimulating environment for a community of learners who value networking and sharing experiences, while developing the skills and knowledge that will help them improve agency productivity, as well as enhance their careers.

Committed to supporting our clients with practical, real-life applications that assist them in doing their jobs, we deliver the training solutions that only a valued partner with 95 years of federal government experience can provide. We take pride in creating dynamic training programs with only the most experienced instructors, who understand how to help you achieve individual and organizational success. Your success really is our mission!

graduateschool.edu/cps
888.744.GRAD
## COMMUNICATION SKILLS COURSES

### Foundation Courses
- Assertiveness Skills (COMM7001D)
- Communicating for Results (COMM7003D)
- Communication Skills (COMM7005D)
- Constructive Conflict Resolution (COMM7004D)
- Effective Briefing Techniques (COMM7002D)
- Effective Communication with Customers (COMM8000D)
- Increasing Personal Effectiveness (COMM7027D)
- Interpersonal Communications (COMM7006D)
- Listening and Memory Development (COMM7007D)
- Positive Approaches to Difficult People (COMM7009D)
- Speaking with Clarity (COMM7033D)
- Speaking with Confidence (COMM7010D)
- Stress Management (COMM7117D)

### Intermediate Courses
- Communicating for Results (COMM7003D)
- Constructive Conflict Resolution (COMM7004D)
- Effective Meetings (ADMB8006D)
- Increasing Personal Effectiveness (COMM7027D)
- Positive Approaches to Difficult People (COMM7009D)
- Speaking with Clarity (COMM7033D)
- Briefing Techniques (COMM7002D)
- Facilitator Workshop (TDEV8120D)
- Negotiating Techniques (MGMT9104D)

### Advanced Courses
- Briefing Techniques (COMM7002D)
- Facilitator Workshop (TDEV8120D)
- Negotiating Techniques (MGMT9104D)

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This Core Competencies chart is designed to help you in your training decision making.