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COMMUNICATION



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SUGGESTED FOR AUGUST 2017

Communicating Across Cultures

Duration 17 min. 58 sec.

In order to communicate effectively in a cross-cultural setting, it's important to understand your colleagues' underlying values, beliefs, and history. This course demonstrates simple techniques to communicate well across cultures as a manager, peer, and coworker.

<https://www.lynda.com/Business-Skills-tutorials/Communicating-across-Cultures/147821-2.html?org=ucsb.edu>

Having Difficult Conversations

Duration 2 hr. 17 min.

In this four-phase model, you'll discover the situations that lead up to difficult conversations, decide when the conversation is warranted, prepare for the interaction, and monitor outcomes to ensure success.

<https://www.lynda.com/Business-Skills-tutorials/Having-Difficult-Conversations/124085-2.html?org=ucsb.edu>

Communicating with Confidence

Duration 1 hr. 28 min.

Most people are afraid of speaking in public, but effective oral communication is a key skill in business. This course provides simple communication tools, strategies, and tips that are easy to use and product immediate results.

<https://www.lynda.com/Business-Skills-tutorials/Communicating-Confidence/359601-2.html?org=ucsb.edu>

Body Language for Leaders

Duration 51 min. 49 sec.

Research shows that when your verbal and nonverbal signals are out of alignment, people are forced to choose between what they hear and what they see ... and subconsciously they believe the body language. Learn six nonverbal signals you need to know to make a positive first impression

<https://www.lynda.com/Business-Skills-tutorials/Body-Language-Leaders/184804-2.html?org=ucsb.edu>

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