

Organizational Communication

Course Length: 1 Day

Prerequisites: *None*

Course Content

Unit 1: Communication basics

Topic A: Effective communication

Topic B: Organizational management

Topic C: Organization types and characteristics

Topic D: Communication flow

Unit 2: Leadership and motivation

Topic A: Communication and leadership

Topic B: Communication and motivation

Unit 3: Relational context and organizations

Topic A: Relational context

Topic B: Relationships and organizations

Unit 4: Technology in the workplace

Topic A: Workplace technology

Topic B: Impact of technology

Topic C: Technology guidelines

Unit 5: Context, stress, and managerial tools

Topic A: Environmental context

Topic B: Stress and communication

Unit 6: Innovation and change

Topic A: Aspects of innovation

Topic B: Aspects of change

Unit 7: Power, politics, and diversity

Topic A: Power and communication

Topic B: Diversity and communication

Topic C: Empowerment and communication