



# Aslinger & Associates

Performance Improvement Consultants

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for a free consultation!  
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## Building Trust Through Effective Communications

A Two-Day Workshop

### Purpose of this Training

To establish a culture of trust within the organization and improve results through effective and systematic one-to-one communication processes

### Participants Learn...

- ...how to increase trust within their organization and improve results through the skillful use of appropriate one-to-one techniques and guidelines
- ...the advantages of the one-to-one process over other communications methods
- ...how to establish an effective one-to-one communications process within their organization
- ...improved interpersonal communication skills

### Why this training is important?

In today's fast paced work environment, there are many ways to communicate, but most are impersonal (e-mail, voice mail, electronic messaging, etc.). Studies have shown that effective one-to-one discussions, used as a planned communication vehicle, help to build strong working relationships, clarify expectations between organization members, and lead to improved employee satisfaction and performance.

The one-to-one discussion is a vital element in a successful employee relations environment. It is the most valuable means of developing mutual trust and respect as well as creating an open flow of communications between managers, employees and co-workers. For organizations that have encountered work force problems, the failure of good one-to-one communications is always one of the key causes. One-to-ones provide the setting on which to build the kind of rapport between people that can do much toward developing effective team work.

The One-To-One Communications training module provides a foundation of the interpersonal communications skills needed to apply the learnings from subsequent workshops.

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