

Birkman Enterprise Communication 14:

Conversation Booster

| Suggested Implementation order | Audience | Sender | Communication Purpose and Description |
|--------------------------------------|---|--|--|
| 14 | All participants enrolled in MyBirkman | Organization Leader/Sponsor of Birkman Enterprise | To continue the learning and use of MyBirkman, send this email to suggest participants take the <i>Birkman Conversation Booster</i> self-paced course to explore their Usual Behavior and how to leverage it to have more effective conversations. |

Instructions: Tailor this communication to fit your organization's brand, voice and established development goals.

Email Template:

Subject: Birkman Enterprise - Conversation Booster

Have you ever been challenged with how to approach a conversation? Can you remember some of the best conversations you've had at work? Maybe even some of the worst ones too? <u>Birkman Conversation Booster</u> is a self-paced course in MyBirkman that will help you navigate any type of conversation by being intentional about what you communicate.

What's included:

- Mapping Communication Differences Exploring high level communication differences using The Birkman Map
- Your Communication Strengths Understanding the strengths you bring to conversations and how to build stronger relationships and have discussions that lead to results.
- Your Communication Roadblocks Developing an ability to recognize when you may not be getting the best out of the other person or the conversation at hand and being able to adapt in those moments.

Instructions and Best Practices

- Go to the *Action* page
- Under Communication, Birkman Conversation Booster, click Start Course
- Learn your communication strengths, new ways to approach conversations, and identify how to overcome communication roadblocks.

Ouestions?

Contact <<< Insert your organization's Birkman Enterprise contact person>>>