

# Toolkit Overview: The Two Sides to Effective Conversations



Learn to enhance communication skills by mastering effective speaking and active listening techniques. Understand how scores for Self-Consciousness and Assertiveness impact your ability to share, express, and receive communication effectively.

## What Included:

Resources	Overview	Time
<b>The Two Sides to Effective Conversations Workshop Slide Deck</b>	An interactive workshop, divided into 2 sessions, that helps teams to develop effective delivery and listening skills. In the first session, you will lead participants to understand what their most effective communication style is and strategies for delivering the message when that style doesn't work. In the second session, you will lead participants to understand their preferences and strategies for re-engaging when those preferences are not met.	2 Sessions X 90 Minutes Each
<b>The Two Sides to Effective Conversations Workshop Participation Worksheets</b>	Printable and fillable worksheets for each session of the workshop. The worksheets allow team members to have materials for the discussions and activities to develop best practices for effective message delivery and listening.	
<b>BCP Knowledge Booster: Self-Consciousness</b>	An interactive BCP Review of the Self-Consciousness Component to prepare for facilitating the workshop. Review includes: definition, common patterns, key identifiers and consequences of Self-Consciousness.	20 Minutes
<b>BCP Knowledge Booster: Assertiveness</b>	An interactive BCP Review of the Assertiveness Component to prepare for facilitating the workshop. Review includes: definition, common patterns, key identifiers and consequences of Assertiveness.	20 minutes
<b>Self-Consciousness Component Slide Deck</b>	Downloadable and customizable slide deck to use when training an organization on foundational knowledge of the Self-Consciousness Component. Slide deck can be used as a precursor to the communication workshop.	60 minutes
<b>Assertiveness Component Slide Deck</b>	Downloadable and customizable slide deck to use when training an organization on foundational knowledge of the Assertiveness Component. Slide deck can be used as a precursor to the communication workshop.	60 minutes