

**THE POWER OF EFFECTIVE COMMUNICATION**

Worksheet

- Effective and Successful Communication?
  
- Communication Skills that Will Help Improve Your Relationships
  - A. Express Yourself
  
  - B. Active Listening and Key Elements
  
  - C. Prepare Your Message
  
  - D. Focus Focus Focus

E. Body Language:

F. Negotiate Successfully:

G. Ask Powerful Questions:

H. Dealing with Difficult People

I. Give Feedback:

J. What this Means to You and Your Business

*“Communication –  
The Human Connection is the Key to Personal and Career Success”  
Paul J. Meyer*

