

INTERPERSONAL AND TEAM COMMUNICATION SKILLS FOR SCHOOL ADMINISTRATORS

AA# 988

ACADEMY COURSE DESCRIPTION

The foundation of professional success lies in understanding yourself, understanding others and realizing the impact of personal behaviors on others. This course provides a non-judgmental language for exploring the different communication styles and behavioral issues across four primary dimensions. The content is designed to help improve communication and to ease frustration and conflict so school administrators and team leaders are more effective in their roles. The course and supporting materials are based on extensive field research and testing by Inscape Publishing Company. The course utilizes an industry-based standard behavioral learning instrument and is facilitated using experiential learning techniques. Specifically, the course content can help administrators and team leaders to:

- Identify the 4 primary communication styles and explain the general preferences
- Understand their own behaviors and learn how to flex behaviors
- Gain awareness of their approaches to managing others
- Promote appreciation of differences in communication styles
- Enhance individual and team performance
- Reduce conflict

PERSONAL PROFILE REPORT®

A detailed personalized Personal Profile Report® is provided for each administrator. Prior to attending the academy, the administrator will complete a self-administered assessment over the web. The report from the assessment completion provides a non-bias view of the administrator's communication style, behaviors and a view of how others may see them. It serves as a multi-level learning instrument and the feedback in the report covers a broad range of behavior characteristics including:

- Behavioral strengths and weaknesses
- Motivating and de-motivating behaviors
- Tends to avoid
- Behaviors in conflict situations
- Strategies for increased effectiveness
- Action planning.

COURSE PREREQUISITES - None