Professional Development Two

leading a meeting. There are key and simple practices that she must follow to achieve a successful outcome to best communicate her message. The second Professional Seminar Liana Rodriguez assisted in is called Business Communication Skills. This course is given by the instructor Brad Byblow. Brad Byblow is an accomplished senior executive with 20+ years of experience leading HR & Commercial teams, spanning North America and Europe. This seminar is an hour-long seminar, and it is a virtual workshop on Udemy.com. This is a website platform full of courses, seminars, and workshops for people to learn online from. This course teaches students the essentials to improve their business communication skills when speaking, writing an email, or in a meeting. Ms. Rodriguez took this course because she felt that it was essential to have good business communication skills. She will need this skill set because she wants to create her own business and speaking the business language is essential because you will always be communicating with others. She wants to ensure her education matches her speech and to make sure she is understood when speaking to clients and any other person she will need to speak to.

This seminar has taught Ms. Rodriguez, the foundational basics and the best practices to improve her communication effectiveness; verbally, when writing an email, or in a meeting. The three essential communication basics, include, choosing the right communication medium, stating a clear objective, and seeing the other person’s perspective. The best practice is to effectively communicate verbally, both in delivering and receiving messages. The best practices to effectively write emails that have an impact and understand email etiquette in the workplace. The best practices to effectively plan for and manage meetings that generate real value.

What Ms. Rodriguez enjoyed learning what situations are best for which communication medium. For example, knowing when to call for a meeting, a phone call, text, or email. This helped her to realize it is important which communication medium you choose when you have a certain situation. Why? Because there will be times when an email won't do justice a meeting would be because she needed to talk to a group without any misunderstanding. An email has room for misinterpretation and will eventually go back and forth. A meeting allows her to speak with a group at once and get right to the point by answering any questions at the moment.

Another important part she learned is always to communicate from the other person’s point of view. This is because if she puts herself in the other person’s point of view, she can communicate her message in a way the person will likely understand. If she uses this method the other person will always understand because she is putting herself in their shoes.

Ms. Rodriguez has learned that being a strong and effective communicator is not only an important part of her business career but for being successful in most roles She learned the foundational basics and best practices to improve your business communication effectiveness. Whether it is speaking with others, writing an email, or leading a meeting.