

## **Problem Solving and Logical Reasoning**

In negotiating and solving problems, one needs skills of logical reasoning relative to problem solving and related argument analysis. This program will teach you to provide evidence and well-reasoned support for asserted solutions and/or positions within frameworks of clarity, depth, precision, relevance, and fairness.

## **Technical Communication/Report Writing**

This program will teach you to apply the principles and practices of writing generally used in business and industry presentations. Designing primary research instruments and evaluating results will be emphasized. Professional publications, graphs, abstracts and technical documentation are also covered.

## **Written Communications for Management Professionals**

Today's professional needs to understand the importance of audience and purpose in the communication process, and understand the principles of written business communication and the way those principles dictate format, organization, and tone.

## **Communication at Work--Oral Communications for Management Professionals**

A professional communicator has a desire to persuade, an interest in talking and working with other people, and has an outgoing personality. This program will cover the importance of communication-related skills including: working on teams, teaching others, serving customers, leading, negotiating, working with cultural diversity, interviewing, listening, conducting meetings, and resolving conflicts.

## **Organizational Communication**

Your professional image is valuable in the way you communicate with others. Develop an understanding of typical models used to convey different types of oral and written business communications, including, but not limited to: memos, sales letters, proposals, reports, email, and presentations.

## **Media Communication and Society**

This program is designed for business professionals who need to interact/function within various media settings. This program includes how media content is processed and delivered to a variety of audiences.



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