

SOFT SKILLS WORKSHOP

1-DAY WORKSHOP



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DATES

IN PERSON :

MAY 2, 2023

NOVEMBER 7, 2023

LIVE ONLINE:

APRIL 12, 2023

SEPTEMBER 27, 2023

TUITION

\$545 USD *IN PERSON*

\$465 USD *LIVE ONLINE*

Discounts may apply for groups, non-profits, and UW alumni.

BECOME A BETTER COMMUNICATOR TO ADVANCE YOUR CAREER

This one-day workshop will help you gain a better understanding of key soft skills and how they can complement your existing skill set. Soft skills are multifaceted and can include interpersonal skills, social skills, communication skills, attitudes, teamwork and leadership abilities.

In recent years, Seattle has attracted more and more professionals with strong foundations in computer science, engineering, IT, analytics, and other technology-related hard skills. These skills can get you in the door, but in order to continue to advance in your career, it is important to develop your soft skills as well.

BENEFITS OF ATTENDING

- Gain a better understanding of your communication style and the styles of others
- Learn different ways to approach difficult conversations
- Improve your presentation skills
- Learn to foster collaboration through a dynamic team exercise

LEARN TODAY.
APPLY TOMORROW.



Technical skills can get you in the door, but in order to continue to advance in your career, it is important to develop your soft skills as well.

foster.uw.edu/softskills

FOSTER
SCHOOL OF BUSINESS

UNIVERSITY of WASHINGTON

KEY TOPICS

COMMUNICATION SIGNALS AND STYLES

Poor or miscommunication in the workplace can lead to frustration and a loss of productivity. In order to be a better communicator, it is important to first understand your own style and know what your tendencies might be. During this session, you will become more aware of your communication style and learn techniques to identify the styles of others. With this understanding, you will be able to craft and adjust your style to communicate more effectively.

DIFFICULT CONVERSATIONS

Taking what you learned about communications styles, this section will explore further different ways to approach difficult conversations. We will take a closer look at specific scenarios and practice with exercises.

PRESENTATION SKILLS

According to *Forbes*, it takes just seven seconds to make a first impression. If you are trying to give a persuasive presentation to a group of key decision-makers or influencers, that does not give you much time. So what can you do to gain positive feedback in a limited amount of time? During this session, you will learn how to leverage your verbal and body language as well as utilize simple techniques to raise your persuasive positioning.

TEAMWORK AND COLLABORATION (ONLINE SESSION)

What gets in the way of working well together? In this section, we will begin with understanding implicit or unconscious biases – implications, causes, and how to reduce. We will then address how to more effectively have difficult conversations, starting with taking time to prepare and apply learning with exercises.

TEAM EXERCISE (IN-PERSON SESSION)

This team exercise will incorporate what you learned throughout the program. You will utilize your creativity, communications, and teamwork skills while engaging in a competitive environment. Through this experience, you will gain insight into your strengths and weaknesses, especially in interacting and collaborating with others under pressure.

LEARN MORE

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Executive Education
Michael G. Foster School of Business
University of Washington
Seattle, WA

“The workshop provided content that could be life-changing to someone’s career. Communication is truly the foundation needed to be successful in the workplace. A+. Thanks, too, for taking all of us out of our comfort zones.”

JANINE AKINS

Lululemon



PROGRAM FACULTY

JEAN CHOY

*Associate Teaching Professor of Management
Associate Dean, Executive Education and International Initiatives*