

SOFT SKILLS WORKSHOP

1-DAY WORKSHOP



W

DATES & TUITION

In-person at UW Seattle Campus

MAY 19, 2026

\$650 USD

NOVEMBER 17, 2026

\$650 USD

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

BECOME A BETTER COMMUNICATOR TO ADVANCE YOUR CAREER

Soft skills are in high demand. Employers value professionals who can communicate effectively, handle difficult conversations, and make impactful presentations. Discover your communication tendencies and preferences and watch how this newfound self-awareness transforms your interactions at work. Learn to read your audience and adjust your communication style accordingly, which is an important skill to have in diverse workplaces where understanding and respecting different communication styles is crucial. Whether you're pitching an idea or presenting a project, this workshop will teach you how to capture attention and persuade effectively. Expect hands-on exercises and real-life scenarios that let you immediately apply what you learn.

BENEFITS OF ATTENDING

- Gain a better understanding of your communication style and the styles of others.
- Learn different ways to approach difficult conversations.
- Adapt messages for spoken delivery rather than written documents read aloud
- Identify and emphasize clear, memorable takeaways for listeners
- Structure spoken messages so audiences can easily follow key ideas
- "Write for the ear" in ways that support confident, effective speaking



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.school/soft-skills

KEY TOPICS

COMMUNICATION SIGNALS AND STYLES

The workshop begins with becoming more self-aware of your communication tendencies and preferences and how they can be perceived by others. The course then moves on to learning how to read your audience to identify their communication styles. Different ways of communicating can unintentionally cause friction. Once you have a firm grasp of your communication style and how it can complement or clash with other styles, you will be able to adjust your methods to convey your thoughts and ideas more powerfully.

During this session, we will take what you learned about communications styles and explore ways to approach difficult conversations. We will take examples submitted by the class participants to focus on common scenarios and delve deeper through targeted hands-on exercises.

COMMUNICATING CLEARLY IN BUSINESS SETTINGS: MAKING MESSAGES WORK WHEN SPOKEN

This hands-on workshop addresses one of the most common communication breakdowns in professional settings: messages that fail not because the ideas are weak, but because listeners can't follow them. Participants build a practical foundation in how spoken communication actually works and how audiences process information in real time, then apply that understanding to clarify key ideas, sharpen phrasing, and structure messages so listeners can follow without effort. Along the way, the workshop tackles delivery fundamentals (voice, pacing, eye contact, movement) and the challenge of writing for the ear, using manuscripting techniques that help speakers sound controlled and conversational rather than scripted.

Everything is grounded in application. Participants develop a short practice talk across the session, drafting, revising, rehearsing, and delivering it with targeted feedback at each stage. By the end, attendees leave with a more refined message and a repeatable process for preparing clearer, more confident spoken communication in any professional context.

"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

LEARN MORE

PHONE: 206-543-8560
WEB: foster.school/soft-skills
EMAIL: execed@uw.edu

PROGRAM FACULTY



JEAN CHOY

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



MATT MCGARRITY

*Teaching Professor
Founder and Director of the UW
Center for Speech & Debate*

FOSTER
EXECUTIVE EDUCATION

W UNIVERSITY of WASHINGTON