
Dynamic Strategies for Communication

Staff Training



We are only limited by our vision.

P.E. Clayton and Associates, Inc.

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Dynamic Strategies for Communication

The Format

This is a one-day workshop, with a time frame of approximately 8:00a.m. to 4:00p.m. and can accommodate up to 150 persons

Have you ever asked for directions and had no idea what the person told you? Your family and friends and customers may have the same problems understanding you. They nod their head yes but they don't get it. Communication is the key to relationships at work, at home, everywhere. This workshop gives you the techniques you need in order to help others to understand you. Learn the three ways that people communicate and how to deal with people when they are not listening or are upset. Learn techniques that get people to understand you. Learn how many times you have to say the same thing over to get people to remember what you say and much more.

Program Highlights

PARTICIPANTS WILL LEARN:

- How people speak three different languages in their mind, how to tell what they are speaking and how to speak their language.
- What Communication is and how to get the other persons attention.
- Who is responsible for communication and how to take control of the message.
- How emotions effect how you are understood and how to manage your emotions during communication.
- How non-verbal signals can trigger a negative or positive response and which signals to use for the desired response.
- Techniques that will calm down an angry person and open them to communication.
- Techniques to get others to understand your message.
- Non-verbal ways to receive a positive response from others during communication.
- How the environment you are in can affect your communications.
- Techniques to get a conversation going and keep it going.
- Simple techniques to get others to buy in to your message

- Learn how many times you have to tell someone something in order to get him or her to change and how to use this technique.

This is a fast paced class with lots of humor

Expenses

All cost include professional services and travel expenses. Not included in the cost is the room for the training. Agencies will be given original copies of the handout for duplication.

One Day Workshop \$2,800.00

Two Day Workshop \$3,800.00

To help you in reducing the cost you may wish to invite other agencies and charge a fee for them to send their clients to participate in the training. We have found that mental health, schools or job service agencies, as well as any group that deals with people who are not motivated, will benefit from this program.

Equipment/Room Arrangement

The vendor will supply most of the Equipment. We will need a flip chart
The room should be theater or classroom style for smaller groups.

P.E. Clayton and Associates

P.E. Clayton and Associates

P.E. Clayton and Associates (PECA) is a national motivational corporation that has trained more than 100,000 people in forty-five states. PECA has worked with teachers, counselors, job developers, welfare practitioners and the economically disadvantaged to help them achieve success in their jobs and their lives. PECA shows people how to take responsibility for themselves while gaining more control over their lives. PECA teaches employment counselors how to motivate themselves and their clients and how to turn excuses into energy and purpose. The firm teaches job seekers how to overcome personal and situational obstacles and to reverse limiting negative feelings and attitudes into positive forces in their lives.

Paul E. Clayton founded the company in 1983. Paul is a former teacher and director of the Camden County (NJ) JTPA Employment and Training Center. He is currently the president of P.E. Clayton and Associates.

About the Trainer

Paul E. Clayton

Paul E. Clayton is known nationally for his work in motivation with job training professionals. He received his bachelor's degree in Philosophy and English from Mt. St. Paul College, Waukesha, WI. He has done graduate work at St. Mary's University in Baltimore, MD. Paul spent nine years teaching secondary school English in NJ.

Mr. Clayton developed and headed the Job Search Program at the Employment and Training Center, Camden County, NJ. He later became Executive Director of the PIC of Camden County. Mr. Clayton has been lauded for his non-traditional approach to job search and motivation of the unemployed. Paul has trained over 8000 teachers, counselors and over 100,000 clients in the last 12 years. He has lectured in over forty-five states. Paul has just completed his book, Developing the Power Within. He is presently working on his new book The Mind As A Computer

Mr. Clayton espouses the idea that skills training is not the best way to help people get jobs. He believes that we in the training area must work to change attitudes before we can reap the benefits of skills training or job search. His workshops are fun and informational.