

Build Communication Skills via LOC Learn

Build Communication Skills via LOC Learn is the first in a series of development tools that map virtual learning resources to the Library's core competencies. We begin this week with "communication." We encourage you to share these learning opportunities with your employees:

Online Learning Resource	Resource Type, Duration	Speaker	What you will learn:
The Art and Science of Communication	Course, 21 minutes	N/A	Explore the art and science behind communicating. Learn to connect with your audience so that your intention is clear and understood. Learn how to make your case without seeming aggressive.
Communicating Virtually	Video, two minutes	Nick Morgan	The personal connection piece is necessary, even when communicating virtually.
Clear Communication	Video, three minutes	Dianna Booher	Don't assume you're being a clear communicator; make sure you're being heard and understood.
Choosing the Right Interpersonal Communication Method to Make Your Point	Course, 30 minutes	N/A	In this course you will learn how to select the best communication methods to convey your intention and target your audience.
Writing Emails that get a Response	Video 2 minutes	Diane Darling	Use these four simple tips to write an e-mail that increases the chance of a positive response to your request.