



The Communication Skills Workbook - Reproducible Self-Assessments, Exercises & Educational Handouts (Spiral-Bound)

John J Liptak, Ester Leutenberg

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This workbook uses two powerful psychological tools designed to enhance communication skills: self-assessment and journaling. Your participants will learn more about themselves as well as the impact of effective and ineffective communication patterns. Each section of the book uses facilitator guided **reproducible self-assessments, activities, journaling and educational handouts** to explore: Active listening, nonverbal communication, communication skills, awareness and empathy skills, and negotiation skills. Each section begins with a self-assessment that is easy to administer, score and interpret. Follow-up activities, journaling, and educational handouts - all reproducible, help individuals discover their habitual, ineffective methods of communicating with others and explore new ways for enhancing interpersonal communications. The spiral binding makes it easy to place the workbook on a copier to produce your handouts.

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