



Communication

The 5 Minute Countdown Series offers fifty-five 5-minute online “crash courses” that help you become a more effective communicator and improve your self confidence.

Communication Style

5 Minutes Before You Need to Expand Your Skills
Being Persistent While Respecting Boundaries
Intention Directed Communication
It's WHO You Know
See It -Create It!
Triumph Every Time
Understanding Unwritten Rules
When Facing a Roadblock, Take a Different Road!
Where Did the Time Go?
Working It Out

Effective Communication

Facilitation, Part 2
Facilitator Role and Characteristics, Part 1
Is Everyone Clear?
Market Yourself
Mediation and Negotiation
Trusting Leadership
Why Network?

Nonverbal Communication

Are You Listening?
Becoming a Better Listener
Read Between the Lines to Empower Yourself
Speak Clearly without Speaking a Word

Self Confidence

Acting on Feedback
Awakening Your Enthusiasm
Be Yourself, a True Original
Becoming More Reliable
Creating Your Back-Up Plan
Finding Your Confidence
I'm a Ticking Time Bomb
Lift the Anchor -Set a New Course!
Receiving Feedback Confidently
Seizing the Constructive Out of Criticism
Showing Your Best Character

Self Improvement

Are You a Team Player?
Expect the Unexpected
Help! I'm So Burned Out
Help! I'm Drowning in My Own “Stuff”
Hit the Ground Running
Maintaining Motivation
Multi-Task
Multi-task Effectively
Ouch That Hurts!
Responsibility and Accountability
Set Your GPS for Success
Sharpen Your Creativity
What's Your Call to Action?
Winning with a Win-Win Attitude

Verbal Communication

5 Minutes Before a Public Introduction
Master the Art of Chit Chat
Answer Questions with Class
Effortless Conversation Know-How!
Interview Phone Etiquette Basics
It's All in the Tone!
The Only Thing You Have to Fear is... NOT PUBLIC SPEAKING
What I Meant to Say

Written Communication

Written Communication that Really Delivers