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COMMUNICATION

Business Etiquette: Phone, Email and Text
Tips on what to say in your professional communications, including emails, memos, thank you notes, and voicemails.

Effective Listening
Assess your listening skills and learn six effective listening behaviors to practice.

Giving and Receiving Feedback
Find out how to provide useful feedback to others and how to be open to constructive criticism.

Communicating with Confidence
Learn techniques to overcome anxiety, sound more confident and use body language to project your message.