Clear, Confident, Connected: Communication Skills for Leaders (Präsenz)

Communicate with impact for faster results

In this training, you will sharpen your leadership communication skills through a dynamic cycle of input, practice and feedback. As a leader, time pressure, constant changes, insecure market situation and an overwhelming number of communication tools and channels can be challenging. Build a well-stocked toolkit to stay on top. Learn how to get straight to the point and help others do the same. Avoid misunderstandings, enable faster decisions, and save valuable time — all while communicating with clarity and impact.

Content

Communicate with Focus and Impact

Craft messages that get noticed. Learn to:
- Write concise, engaging messages that inspire action.
- Get to the point quickly – no long stories, just clarity.
- Structure texts so your audience instantly understands what matters.
- Keep your inbox and communication channels clear and efficient.
- Formulate expectations transparently, assign tasks with precision.

Drive Decisions and Collaboration

Turn conversations into productive, outcome-driven sessions. You'll learn how to:
- Lead meetings that encourage active participation.
- Create structure, focus, and a clear sense of direction.
- Build trust and strong relationships within your team or with clients.
- Involve everyone while staying concise and goal-oriented.
- Replace endless discussions with modern, effective decision-making.

Communicate with Presence and Purpose

Master the art of meaningful business conversations. You'll practice how to:
- Persuade others authentically.
- Listen beyond words and understand what people really mean.
- Give motivating, honest feedback.
- Master simple conversation techniques.
- Dealing confidently with disruptions and "conversation stoppers."
- Leading discussions — and people — with the right questions.

Online Learning Platform

Once you have registered, you will be able to access your online learning platform, including extra materials for consolidating what you have learned.

Your Benefits

- Communicate with clarity and confidence — and make every conversation count.
- Strengthen your self-awareness and reflect on your communication mindset.
- Apply the key principles of professional communication with ease and precision.
- Navigate leadership conversations across all hierarchy levels with greater professionalism and impact.
- Recognize and avoid typical communication traps before they arise.

- Understand how your words, tone, and attitude influence motivation and performance — and learn to use them purposefully.

Methods

You will train through a dynamic mix of trainer input, hands-on exercises using your own real-life cases, and both group and individual work with self- and peer feedback. Practical insights, role plays, and experience sharing ensure lasting learning success. You'll also receive checklists to apply directly in your daily work.

Who should attend

New and aspiring leaders, as well as team and project managers, who want to optimize their communication skills.

Open Badges - Show what you can do digitally too.

Open Badges are recognised, digital certificates of participation. These verifiable credentials are the current standard for integration in career networks such as LinkedIn.

With them, you digitally demonstrate the competences you possess.

After successful completion, you will receive an Open Badge from us.

Read more:
https://www.haufe-akademie.de/seminare-lehrgaenge/trending-topics/open-badges



Instructor



Doris Friedl
Menschen in beruflichen Veränderungsprozessen zu begleiten, sie bei Entscheidungen professionell zu unterstützen und gemeinsam Ziele zu entwickeln, die sich nachhaltig in ihren Alltag integrieren lassen – das ist meine Passion.

Als zertifizierte systemische Coachin, Organisationsentwicklerin und Trainerin mit österreichischen Wurzeln verbinde ich 25 Jahre Erfahrung im Personal- und Operationsmanagement internationaler, dynamisch wachsender Unternehmen mit meiner Coachingexpertise. Davon habe ich 15 Jahre als Führungskraft gearbeitet.

Empathisches Zuhören sowie lösungsorientiertes, vernetztes

Denken bilden die Grundlage meiner Arbeit.

Your advantages at a glance

Open Badges
Add your digital badge to career networks and show what you can do.

Small group – big learning success
For optimal learning, the number of participants for this qualification is limited.

Fully covered
For on-site events includes:
- a shared lunch on each full seminar day
- refreshments during breaks

All learning materials at a glance
In your app or online learning environment you will find all relevant information, services and working materials for your qualification after registration.

Training details

Training in English | Präsenz

2 Tage
max. 12 participants

Dates

15.-16.03.2027
Stuttgart/Fellbach
Venue
Best Western Plus Hotel Fellbach

Days & Times
Monday, 15.03.2027
9:00 am - 5:00 pm
Tuesday, 16.03.2027
8:30 am - 4:30 pm

28.-29.04.2027
Köln
Venue
art'otel cologne

Days & Times
Wednesday, 28.04.2027
9:00 am - 5:00 pm
Thursday, 29.04.2027
8:30 am - 4:30 pm

23.-24.09.2027
Frankfurt a. M./Oberursel
Venue
elaya hotel frankfurt oberursel

Days & Times
Thursday, 23.09.2027
9:00 am - 5:00 pm
Friday, 24.09.2027
8:30 am - 4:30 pm

Current dates and further information can be found at www.haufe-akademie.de/42531

Participation fee

€ 1.540,- excl. VAT
€ 1.832,60 incl. VAT
The participation fee includes
- a joint lunch per full seminar day,
- refreshments during breaks, and
- comprehensive working materials.

Accommodation costs at the hotel are to be settled directly by the participants with the hotel. You will find a reservation form for hotel booking in your learning environment.

Your registration options

Online: www.haufe-akademie.de/42531
E-mail: anmelden@haufe-akademie.de

Book your training course quickly and easily online. Please be sure to enter the name of the participant and the full billing address with telephone number and e-mail address.

In our Questions & Answers (FAQ) section you will find all the answers to the most frequently asked questions about our training courses:
https://www.haufe-akademie.de/faqs

You can also find our detailed conditions of participation on the Internet under www.haufe-akademie.de/agb or in the overall program.
You can find the complete data protection regulations at www.haufe-akademie.de/datenschutz.

Clear, Confident, Connected: Communication Skills for Leaders (Live-Online)

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Training in English | Online

2 Tage
max. 12 participants

Start dates

01.-02.02.2027
Live-Online
Course
zoom

Module times
Monday, 01.02.2027
9:00 am - 5:00 pm
Tuesday, 02.02.2027
9:00 am - 5:00 pm

08.-09.07.2027
Live-Online
Course
zoom

Module times
Thursday, 08.07.2027
9:00 am - 5:00 pm
Friday, 09.07.2027
9:00 am - 5:00 pm

Current dates and further information can be found at www.haufe-akademie.de/42532

Participation fee

€ 1.540,- excl. VAT
€ 1.832,60 incl. VAT

Your registration options

Online: www.haufe-akademie.de/42531
E-mail: anmelden@haufe-akademie.de

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