

**What do I need in order to communicate effectively?
- writing, speaking, listening, interpersonal relations**

- ___ 1. Organize my ideas so I can present them to someone else.
- ___ 2. Be clearer about what my key points are.
- ___ 3. Stick to the point instead of rambling.
- ___ 4. Learn the basics of effective writing.
- ___ 5. Polish my writing style.
- ___ 6. Learn the basics of making presentations to any audience.
- ___ 7. Improve my presentations.
- ___ 8. Get more comfortable when speaking.
- ___ 9. Improve my "people skills", my ability to have positive interactions with others.
- ___ 10. Become a better listener.
- ___ 11. Other _____.

*Ascendo Consulting specializes in assisting professionals
to find focus, direction and success in their work.*

Contact us to discuss your needs and our services.