

Business Communications 1

Focused on professional communication skills for internal use within an organization where inter-departmental interactions are an ongoing part of daily operations.

- Establishing ground rules and defining expectations.
- Winning vs. Succeeding
- How to ask open ended questions, the importance of developing good listening skills
- How to disagree without an argument
- How to prepare for difficult conversations
- Reading the room
- Communicating with sincerity

Who should attend? Everyone!

The course is recommended for all levels, all job descriptions.

PDH:
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Time and Date:

Thursday, February 26th, 2026
8.30 AM-10 AM
Class Duration: 1.5 Hours

Location:

EBMI Office | 900 S. Highway Dr. | Suite 203 | Fenton, MO 63026

Instructor:

Mark Serafino | 314.713.0967 | Sincerely Speaking LLC.

Tuition and Fees:

Tuition due two weeks prior to course start date.

Employees of non-member firms	\$195
Employees of EBMI member firms	\$175
Late Fee (additional \$50) Paid after two weeks prior to start date of class.	\$50

Click [HERE](#) to register