



# Training Outline

## Beliefs and Communication



## Introduction to the training module

This training module deals with the limiting beliefs normally associated with communicating in the workplace.

The most common false belief about communication is that most people actually believe that is taking place. Often it is not! We believe that just because we are saying something, the other person(s) understands it the way we meant it. Just because we are saying something, either verbally, visually or in writing, it does not mean that it will have the effect that we wish.

How often have you heard someone say something like one of the statements below?

"People do not do what I say because they are unreliable."

"It is so hard to get my team understand what I mean/want"

"Why should I spend time on improving my communication? It is fine as it is."

"It's not me having problem communicating, it's them that don't understand!"

"To be a master communicator requires too much effort."

Do any of the above sound familiar? If your workplace is like so many others, they probably do.

The biggest challenge to effective communication is the belief that the receiver is responsible for understanding.

This training presentation focuses on bringing any limiting belief about communication and its process that participants may have to the surface, and then showing them how to bust them and replace with new ones.

Often people try to change what they do (their behavior) without addressing "why" (their beliefs) they do it. This usually leads to a short term improvement and then the inevitable relapse.

Let's use the example of someone that states (believes) that "It's not me having problem communicating, it's them that don't understand!" This belief abdicates responsibility for the communication process. Therefore this person will "wait" for his/her team or colleagues to make a change and start "understanding".

What do you think the chances of that happening are? If you said "almost nil", you would be right. First you need to start "believing" that you are responsible for the communication process, and then fine tune it till you achieve your results.

**We need to first change what we believe, then we can change what we do.**

(Have you ever observed someone trying to communicate with a person that speaks a different language, and the only effort they make is to raise their voice and repeat the same words lauder? As if that would make it clearer? It also happens in verbal fights or discussions.)

Once we have changed our beliefs, our new behavior will last, because it will be aligned with our new "identity".

This training presentation has been designed to be "hands on" and to encourage the participants to work on their real life beliefs and to make changes that will be reflected in a short time on their performance.

If you are interested in learning more about this training module, or if you would like to book one, please contact us by:

Send an email to: [info@beliefbuster.com.au](mailto:info@beliefbuster.com.au)

Call (61) 0425 27 3238

Use the submission form at [www.beliefbuster.com.au/contact](http://www.beliefbuster.com.au/contact)

# Beliefs and Communication Training Outline

Delivery time: 3 hour workshop

## Workshop Outcome:

At the end of this training presentation, participants will be able to acknowledge and understand any limiting beliefs they may have in regards to communicating in the workplace. Participants will also be guided through a reframing exercise to ensure that past limiting beliefs are eradicated and new ones are installed.

## Beliefs and Communication Training Outline:

- ***Introduction of the trainer and workshop content and creation of a context***

In this segment, participants will be introduced to the trainer and a context for the session will be defined. An exercise will be used to elicit participant's beliefs about communicating in the workplace as this is a "hands on" session and each person will have the opportunity to work on actual beliefs they have.

- ***Beliefs vs. Facts***

The purpose of this segment is to show the difference between Beliefs and Facts. Participants will be shown how our behavior, and therefore the results we achieve in life, is a direct result of the beliefs that we hold to be true. The first important step is to be able to consciously determine if we are dealing with a belief or with a fact.

Each person will be able to analyze their beliefs and assess to which category they belong.

- ***How beliefs are formed***

To be able to eliminate a limiting belief, it is first necessary to understand how they are formed. As this, usually, happens at an unconscious level, we need to become aware when a belief is taking shape, and to determine if it is a limiting one.

To understand how beliefs are formed, participants will be explained how we "create" our reality and how we "filter" external events. By understanding how we give "meaning" to something that happens, we can then choose a new meaning.

This part of the session also covers the hierarchy of beliefs and how core beliefs shape our "identity".

- ***Busting a belief***

Participants will be guided through an interactive exercise that will show them how to challenge, reframe and eliminate a limiting belief. Different tools and techniques will be used and thought, to enable participants to gain an understanding of how to bust beliefs. Each person will have the opportunity to create a new set of empowering beliefs to replace the old limiting ones.

- ***Making change last***

Once a new set of beliefs have been decided, participants will be shown how to make them permanent and part of their new identity. A set of tools and techniques designed to achieve this will be shown and taught.

- ***Question time and close***

Participants will be given time to ask any question or to seek clarification on any part of the session.