

# Speaking skills

Consultants are trained in the ability to actively listen and speak.

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What am I to do?

To prepare a clear table of contents.

Lengthy negotiations should be avoided.

Sending an effective message body.

Gestures.

Demonstration of skills.

Pay attention to the demonstrations.


The coaching skills. Training.

Eyes and eye contact.

Expressiveness.

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- Abraham Maslow reported that most of the clients were not ill, they had poor mental abilities.
  - Consultants should take care of feelings and focus on thinking. Therefore, those who are able to understand what their thinking, unable to free them of unnecessary thoughts in my head.
  - It is important to think about how they think, they need to take responsibility. Only then can they shape their lives and instruct themselves how to think more effectively.
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- Check the reality of your expectations.
  - Creating real goals.
  - To concretize the goal.
  - To install under goals.
  - Learning styles of decision-making.
  - Develop realistic decision-making skills.
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**Assist customers in problem solving and change the problematic skills.**

**C Confront and clarify my problem.**

**A Assess and restate my problem in skills terms.**

**S State goals and plan self-helping interventions.**

**I Implement my plan.**

**E Evaluate the consequences of implementing my plan.**

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