



“Clarke Communication delivers a professional workshop that is uniquely personal without sacrificing quality.”

**Gayle Downing**  
Co-ordinator of Volunteers  
Big Sisters Big Brothers Ottawa

“Constructive dialogue, as led by Bill Clarke, facilitates consensus instead of conflict. A truly uplifting experience.”

**Rosemary Taylor**  
President  
Capital Business Association

**CLARKE COMMUNICATION**



Bill Clarke, President  
**Clarke Communication**



**CLARKE COMMUNICATION**

1715 Des Sapins  
Ottawa, Ontario  
K1C 8E4

Telephone and fax: **613.830.0322**  
[info@clarkecommunication.com](mailto:info@clarkecommunication.com)  
[www.clarkecommunication.com](http://www.clarkecommunication.com)



**CLARKE COMMUNICATION**

Are you meeting  
**with success?**

Is your team  
**communicating?**

Does your team  
**create energy?**

**Our programs enable  
your staff to:**

- run effective meetings
- communicate confidently and successfully
- build dynamic teams



## Mission Statement

Clarke Communication designs and delivers high quality training and facilitation, focusing on effective meeting strategies and confident team communication.

## Clarke Communication Strategy

In a three-stage approach we:

- determine your team's needs
- develop and deliver specific programs that empower each individual
- follow up to ensure that your team's needs are successfully met

## Effective Meetings

We develop an active process to address your needs including: agenda and information gathering templates, key meeting roles and facilitation techniques.

*Through presentation and practice, participants develop skills to plan, participate in, and produce results from an effective meeting.*

## Successful Communication

We demonstrate and practise a communication sequence that everyone can master:

Listen, Question, then Listen Again.

*Active listening and considered questioning are integral to dialogue that sets the stage for cooperative decision making.*

## Dynamic Teams

The success of any team starts with good communication.

We develop:

- a process for team building
- a strategy to capitalize on the strengths of diversity
- a plan for positive communication

**Clarke Communication —  
preparing you and your team  
to meet with success.**

