The Talent Development team is pleased to offer relevant and meaningful learning opportunities to Virginia Tech’s faculty and staff. On a quarterly basis, we are offering resources and professional development opportunities through this flyer, "On Topic," focusing on the university’s core values and aspirations.

This summer, the professional development opportunity we are highlighting is **Communication**. Humans communicate constantly as they transfer information from one person or group to another. In this age of technology, being cognizant of communicating well is necessary. These resources will help you practice your most precious skill of communication.

Good communication is the bridge between confusion and clarity.
- Nat Turner

**On Topic:** Communication

**Resources**

- **Impromptu Speaking**
- **Designing a Presentation**
- **Creating Accessible Documents**
- **Digital Body Language**
- **Communicating with Transparency**
- **Effective Listening**

If you have never accessed a LinkedIn Learning course previously, please use this [link](#) to activate your Virginia Tech account.

**University Relations**

University Relations is the department responsible for managing and maintaining Virginia Tech’s brand - from logos, to our "look," and how we "speak." Use their [brand site](#) to make sure what you create looks and sounds like Virginia Tech.

"communicate"
In Spring 2020, the use of Zoom skyrocketed as many staff and faculty used the platform to manage their work. TLOS developed an extensive on-demand training that includes tutorials on Zoom set-up, security, and features to host meetings, group collaborations, and more. Refresh yourself on the latest features.

**MEDIA INTERVIEW TIPS**

Media Relations offers tips on how to prepare for interviews with outside media sources. Included is advice on phasing, tone, and on-camera set-ups for Zoom. More information can be found here.

**BOOKS:**

- **crucial conversations**
- **Difficult Conversations**
- **Power Listening**
- **Everyone Communicates Few Connect**

**VIDEOS:**

- **How to Tame Your Advice Monster**
- **Your Body Language May Shape Who You Are**
- **Own Your Behaviours, Master Your Communication, Determine Your Success**

Many more development opportunities and resources are available for faculty and staff at Virginia Tech. See what is available [here](#).