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this course book provides information materials needed to run two separate three hour courses for physicians each focussing on different communication skill sets the introduction contains background on the talking tools continuing education program for physicians and information on preparing to run the courses this is followed by the two courses each containing an overview case study reviews discussion questions instructional materials and exercises the first course covers techniques aimed at drawing out the patient including active listening using open closed questions and following the patient s lead and encouraging patient participation in decision making the second course covers techniques for handling emotions and for getting effective closure to a consultation

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