



BASIC COMMUNICATION SKILLS APRIL 22, 2015 • 8:00AM - 12:00PM

Jackson City Hall - Old Public Library
101 N. Missouri St.
Jackson, Missouri 63755

CLASS HIGHLIGHTS:

Public works employees, city/county road department employees, and supervisors will learn the core components of communication. The first portion of the course will focus on addressing the fundamentals of effective speaking, organizing the message, reading body language and actually giving a short presentation. The second portion will address the importance of listening by implementing active listening skills, identifying internal/external barriers and uncovering hidden message.

LEVEL 1 ELECTIVE COURSE

REGISTER: ☐ Government (\$40/person) ☐ Private (\$80/person)

Agency: _____

Mailing Address: _____

City: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Contact Person: _____ Title: _____

(If billing contact person is different, then list below in "Payment Information".)

LIST OF ATTENDEES:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

TRAINING INFORMATION

REGISTRATION POLICY:

Every attendee is required to be registered for each class. Failure to register before the class date will result in a fee of \$60/person (\$120/person for private agencies) being charged.

CANCELLATION POLICY:

Registrations must be cancelled at least 48 hours prior to the class date. Failure to do so will result in being charged the full registration fee.

REQUEST A TRAINING:

If you would like to have training session at your agency and have 18-20 employees, we can bring our instructor to your facility. Please contact us at 573-341-7200, moltap@mst.edu, or request online at www.moltap.org.

UPDATING CONTACT INFORMATION:

If you need to update your contact information or be added to our mailing and email list, please contact us at 573-341-7200, moltap@mst.edu, or fax your information to 573-341-7245.

HOST A TRAINING:

If you have a facility that can be used for a training session, you can host a training and receive 2 free registrations for a Level 1 training or 1 free registration for a Level 2 or 3 trainings.

PROFESSIONAL DEVELOPMENT HOURS:

PDH's will be provided via a certificate of completion for each training session provided by Missouri LTAP.

PAYMENT INFORMATION

METHOD OF PAYMENT: ☐ Check Enclosed ☐ Invoice Agency ☐ Credit Card

Credit Card Number: _____ Expiration Date: _____

Email Contact: _____ Zip Code Associated with Credit Card: _____

Billing Contact Person for Invoices: _____



3 WAYS TO REGISTER:

- Email this form to moltap@mst.edu
- Fax this form to (573) 341-7245
- Register online at www.moltap.org

FOR OFFICE USE ONLY:	POSTED: _____	BY: _____
	INVOICED: _____	CHECK #: _____
	CC APPROVAL #: _____	