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Can We Talk!
Effective Interpersonal Communication Skills in the Workplace
Thursday, November 5, 2015
9:00 a.m. – 12:00 noon
 Registration begins at 8:30 a.m.

Effective Interpersonal Communication Skills in the Workplace is designed to help you build and enhance your communication skills, active listening, giving and receiving criticism, dealing with different personality types, and nonverbal communication. It explains basic communication theory as it applies to the workplace, and offers "real-life" scenarios that demonstrate the use of effective interpersonal communication. Being able to communicate effectively is a necessary and vital part of the job for every manager, supervisor, job coach, employment specialist etc.

During this training participants will:

- Identify personal barriers to effective communication and develop strategies to overcome them
- Give and receive workplace criticism constructively
- Use body language techniques to reinforce the meaning of what you say
- Understand and communicate more effectively with different types of people

Facilitator: Jean Tate is a business leader from the banking and technology sector who successfully coaches and trains soft skills to empower employees to grow and succeed. As an innovative solutions provider within complex organizations, Jean understands the challenges of today's workforce and she delivers relevant and practical training to encourage professional and personal growth.

Name _____ Title _____	
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Phone ____/____/____ Fax ____/____/____	___ Member @ \$60.00 (\$55.00 for each additional attendee from the same agency) ___ Non-Member @ \$90.00
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