



Professional Development Supervisory and Management Skills Program

Bi-weekly, March 10-September 8

Tuesdays, 11:30-12:30, Bastion Corporate, CR #2

The focus of Communication Skills is the fundamentals of effective communication. It presents the concepts and techniques that help leaders develop as communicators.

You will learn to—

- Express yourself clearly—because you understand the key concepts in communication.
- Minimize mistakes and misunderstandings.
- Present comfortably in groups and meetings.
- Get your ideas accepted more often.
- Listen and understand what is not said.
- Understand the communication ropes in your organization.
- In today's "team" environment, the ability to work together is either enhanced or inhibited by our ability to communicate.

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