



Center for Professional Development

Communication Essentials

Communication is possibly the most important skill we have. "Communication Essentials" is designed to help overcome some of the most common daily challenges in communicating with others.

In this seminar, you will learn how to get your point across in a positive and direct manner. You will also learn how to help your coworkers deliver the same! You will see how to take control of the most difficult communication situations and turn them into productive experiences. You will leave with tools that will help you use personal power to overcome typical communication problems that occur in verbal - and in written - communication.

There will be enjoyable activities that will help you practice skills. The best news is that you will be able to use what you have learned as soon as your report back to work!

Upon successful completion, you will:

- Learn how to send and receive powerful positive messages.
- Identify ways to overcome challenging communication encounters.
- Analyze and improve personal listening skills.
- Know how to use written communication to get what you need the first time.
- Practice effective communication skills.

Dates: Monthly, every second Wednesday

Time: 8.30am – 4:00pm

Location : Lee Campus , room to be announced

Instructor. The instructor has 24 years experience in senior level management with the State of Florida and now works as a leadership trainer and motivational speaker with a Bachelor's Degree in Communication Arts from the University of Cincinnati and a Master's Degree in Business

Administration from the University of South Florida. The instructor is known for delivering exciting seminars and loves audience participation throughout the session.

Register today!

Advance registration and payment is required

For registration form and information, call 239-489-9235,

email celee@edison.edu

OR download from www.edison.edu/lee/ce