



Effective Communication

Improve Your Credibility as a Leader

Wednesday, September 18, 2019

8:30 a.m.-3:30 p.m.

Startup Hub 2701 Larson Road, Green Bay, WI 54303

\$200



What You'll Learn

Your success as a leader is determined largely by your ability to work productively with people. Improving day-to-day communications with your employees will increase job satisfaction, the effectiveness of work teams and bottom-line results for your company. Specifically, effective communication can benefit you by:

- Giving you greater awareness of your own communication style and how others respond to you.
- Enhancing your ability to listen despite regular distractions.
- Understanding how your nonverbal communication might affect your effectiveness.
- Learning how perception influences communication and how to conduct quick checks for comprehension.
- Improving your credibility and impact as a leader.

Learning Environment

The learning environment for Effective Communication has been carefully designed to insure maximum benefit. This program will provide you with the tools to become a better leader, while keeping you engaged through discussion, assessments, case studies and exercises.

Who Should Attend

- Small business owners
- Team leaders
- Supervisors
- Managers

Although our workshops are designed for people who supervise others, the concepts and skills taught are also relevant to anyone who works with people in a team environment. Whether you own your own business, or work in an office, at an agency, in a health care facility or manufacturing plant, you will take away valuable insights and skills to apply to your particular work situation.

Learn more and register at
bit.ly/supervisory-leadership

Instructor

Terra L. Fletcher is a professional speaker and writer. She was awarded Entrepreneur of the Year in 2012 by the Shawano County Chamber of Commerce. Fletcher has trained staff from the National Association of Tax Professionals, the American Counseling Association of Missouri, Prevea Health and Georgia Pacific.



Registration Information

Prior to the workshop you will receive a confirmation email with directions to the workshop location. Accommodation for disability is available. Please contact 920-465-2642 to arrange two weeks in advance.

 **920-465-2642**

 **professionaled@uwgb.edu**

If you have any questions about the course or instructor, please contact Teri Zuege-Halvorson, Area Director, Continuing Professional Education, at zueget@uwgb.edu.

Cancellation Policy: A full refund minus a \$25 processing fee is given when canceling more than 10 days prior to an event. A \$25 processing fee will be added when transferring your registration to another training more than 10 days prior to an event. No refunds or transfers are issued 10 or fewer days prior to the event. A substitute may attend in your place. In case of low enrollments, we reserve the right to cancel programs and return a full refund.