ROCHESTER
COMMUNITY AND TECHNICAL COLLEGE
Center for Business and Workforce Education

Workplace Communication

10/8/19
9:30am-11:30am
RCTC Heintz Center- Room H1403
$59 per person

Communication – It's one of those skills that we can easily take for granted.
We know how to talk. And we can hear.
But do we really know how to ***communicate?*** …to ***listen?*** …to ***meaningfully connect with each other?***

And in our increasingly complex culture, with huge diversity in backgrounds, life-experiences, generational gaps, ethnicities, work cultures, etc., there is ever-increasing need for leaders to develop skills to communicate across the many subcultures found within today's organizations.

Join us to learn powerful techniques, tools and strategies that will make an impact on your career.

During this session, participants will:

- Acquire working knowledge of basic components of the communication process
- Understand and practice vital relational components of effective communication (ex: body language, listening dynamics, timing, eye contact, voice inflection, etc.)
- Self-assess current personal skill level in several key communication skills
- Develop an implementation model for better communication

Contact Hours: 2 Hours
Instructor: Larry Tindall

REGISTRATION FORM

Name: _____
Last First M.I.

Social Security Number: _____ ☐ Male ☐ Female **Date of Birth:** _____

Home Address: _____ **Apt/Unit #:** _____ **PO Box #:** _____

City, State, Zip: _____ **Primary Phone:** _____
Home Work Cell

E-mail Address: _____ **Alternate Phone:** _____
Home Work Cell

Payment Required At Time Of Registration
does not qualify for financial aid

Student Signature: _____ **Date:** _____

Payment Information: For payment and cancellation policies, please refer to our website: http://www.rctcbwe.com

☐ **Check #:** _____ By providing a check payment, you authorize RCTC to use the information from your check to make a one-time electronic funds transfer from your account or to process the payment as a check transaction. We will use your check to make an electronic fund transfer, funds may be withdrawn from your account the same day we receive payment, and you will not receive your check back from your financial institution.

Verification from Employer: **Send a letter, email** (workforceeducation@rctc.edu), or **fax** (507-280-3168) to authorize invoicing for the class

☐ **Company Billing** **Attn:** _____ **PO/Voucher #:** _____

Company Name: _____ **Work Phone:** _____

Company Address: _____ **City, State, Zip:** _____

Please call us with Registration Questions at 507-280-3157 or Fax in your registration to 507-280-3168