

Are you

*looking to improve your active listening skills?
interested in communicating clearly and concisely
with others?
someone who wishes to support others to share their
knowledge and ideas with you?*

Connecting With Others Listening and Speaking

This workshop focuses on the skills necessary to listen effectively and to communicate clearly and concisely with others.

Centre for
Learning and Development

1 Day Workshop

9:00 a.m. – 4:30 p.m.

You will be able to:

- Demonstrate knowledge of the methods used to effectively communicate a message.
- Encourage others to share their ideas, opinions and concerns.
- Demonstrate appropriate listening techniques, including ways to deal with listening distractions.

To access learning:

If you are interested in attending this workshop:

- Discuss the content with your immediate supervisor.
- Complete a **registration form** (if recommended through a Learning Plan, a registration form is not required).
- **PREREQUISITE: The Principles and Qualities of Genuine Leadership.**

St. John's
February 16, 2012

Gander
March 7, 2012

Priority will be given to those who identify **Communication Skills** as a learning need in their individual learning plan.

To access this and other learning opportunities with the Centre for Learning and Development (CLD), please visit the CLD website:

www.exec.gov.nl.ca/exec/pss/learning_and_development/