



Instructor: Lee Ann Szelog

SPEAKING WITH CONFIDENCE, COMFORT & CONVICTION

Course #: C1042L

Pineland Conference Center, 16 Pineland Drive, New Gloucester, Maine

APRIL 22 & 29, 2020—8:30AM—4:00PM

Developed and Delivered by Lee Ann Szelog, Simply Put, LLC

course description

Whether you are speaking at a staff meeting, community event, or speaking to an employee or coworker one-on-one, your communication is the ultimate reflection of your ability, knowledge and talent. Many skills from interpersonal to leadership are put to the test, as well as the ability to perform under pressure.

This program is for anyone who wants to enhance their speaking effectiveness, communication, comfort level and overall professionalism.

Learning objectives:

1. Improve overall professionalism.
2. Learn how to engage, influence, persuade and inspire people.
3. Discover tools and techniques to enhance words, tone and body language to communicate more powerfully and genuinely.
4. Develop techniques and learn preparation steps to ensure success.

Looking for more details? Visit our website for a detailed course description.

how to enroll

Enroll online at our website, CFTEA.org under Business Skills.

how class works

Course session is conducted live. This course is part of the Professional Communication Skills Certificate.

tuition

\$425 per participant. Lunch and materials are included.

withdrawal policy

CFTEA withdrawal policy is outlined within our latest catalog and on our website. Before class begins the enrollment may be transferred to another student with the approval of the student's employer and the CFTEA office.

Professional Communication Skills Certificate

- Conquering Communication—**
10/8 Morning New Gloucester, ME
- Creative Decision Making and Problem Solving—**
10/8 Afternoon New Gloucester, ME
- Establishing Expectations and Service Standards—**
11/12 Morning New Gloucester, ME
- Strengthening Interpersonal Relationships and Motivation**
11/12 Afternoon New Gloucester, ME
- Communicate with Confidence, Comfort and Conviction**
4/22/2020 & 4/29/2020 New Gloucester, ME