



Instructor: Lee Ann Szelog

# CONQUERING COMMUNICATION

Course #: C1039L

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

OCTOBER 8, 2019—8:30 AM—Noon

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

## course description

This highly-recommended session will bring about meaningful improvements in communication skills, and is the best way to begin to build a better understanding of various communication styles and their effects on others. Employees will have the tools to enable them to improve their interpersonal skills and develop stronger relationships, resulting in enhanced collaboration and cooperation.

This program provides every participant the opportunity to gain an understanding of the strengths and weaknesses of various communication styles and the areas that negatively impact one's communication effectiveness. They learn through a dynamic team exercise how to adapt each communication style to more effectively convey information.

This is a very powerful learning experience that has lasting results, impacting employees, managers, clients, community members, and the list goes on.

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

## how to enroll

Enroll online at our website, [CFTEA.org](http://CFTEA.org) under Business Skills.

## how class works

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

## tuition

\$225 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  
In Your Team—  
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