



Instructor: Wendy S.

# VERBAL COMMUNICATION

Course #: C5465L

Machias Savings Bank, 4 Center Street, Machias, Maine

STARTING OCTOBER 24, 2019 FOR 8 WEEKS

6:00 PM—9:00 PM

## course description

This course provides information on the ever-changing process of communication. It covers basic communication, interpersonal communication, group communication and communicating with an audience. This course is a requirement for the majority of CFTEA diplomas.

### Objectives:

- Learn how to build confidence in communication in both small and group settings.
- Identify how to build a meaningful and an impactful message.
- Recognize the non verbal codes that send silent messages to those you are communicating with.

Looking for more details? [Visit our website](#) for detailed course descriptions.

## how to enroll

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

## how class works

Course sessions run for 8 consecutive weeks in a live, interactive environment. Students complete homework, assessments and presentations to display a solid grasp of the material.

## tuition

\$450 per participant for eight weeks of training, assessments, materials and exam.

## 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.

## Would you like to know more about new educational career paths?

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