



50 ONE-MINUTE TIPS TO BETTER COMMUNICATION

JANUARY 14, 2009

Who Should Attend? Anyone interested in learning how to communicate more effectively at work. This workshop will provide participants the fundamental concepts and tools needed to develop precise communication skills.

Workshop Objectives

- To learn critical skills needed to conduct and participate in effective meetings, revise and clarify your writing and speaking, and create and execute engaging presentations and teleconferences.

DATE:	January 14, 2009	COST:	\$40 (Checks payable to NCDOT LMDA) **Supervisory approval needed for reimbursement**
TIME:	8:30am-12:30pm	FACILITATOR:	Glenn Dennison, Process Improvement Specialist, NCDOT Quality Enhancement Unit
LOCATION:	NCDOT Training & Development 313 Chapanoke Road Suite 201, Room 203	ADDITIONAL BENEFITS:	- 25% Discount on next year's membership dues - 3.5 PDH



HOW TO REGISTER

Contact **STEVE BROWN** no later than **JANUARY 4, 2009**, using one of the following methods:

EMAIL: slbrown@ncdot.gov

FAX: 919.733.9794

MAIL: NCDOT LMDA
 Attn: Steve Brown
 P.O. Box 25039
 Raleigh, NC 27611-5039

Seats are limited to 24
 Refreshments and textbook will be provided

Note: If needed, the NCDOT Vendor Number for LMDA is 38661

Questions? Contact Steve Brown at 733-7844 ext. 235

For additional Professional Development Opportunities check our website
www.ncdot.org/lmda

ENROLLMENT FORM FOR 50 ONE-MINUTE TIPS TO BETTER COMMUNICATION, JANUARY 14, 2009			
Name:		NCDOT Personnel Number:	
Dept/Section:		PE Number:	
Address:		Phone:	
City:	ZIP:	Email:	