

## **Communicating Effectively In Today's Workplace**

**Presenter - Tim Dannelly**  
**Tuesday, May 18, 2010**  
**Registration Fee: FREE**

**Kinston Enterprise Center**  
**Registration: 8:30 - 9:00 am**  
**Class: 9:00 am - 12 noon**

Some call these days the **Information Age** or **Knowledge Age** since our minds are constantly bombarded with facts. Your ability to successfully communicate determines your ability to do well in your career, regardless of what you know or how much education or experience you possess. But with all this information competing with you, communicating with staff and co-workers becomes overwhelming!

Explore some of the fundamental habits successful people cultivate in order to communicate confidently and effectively! Whether you communicate through email, PowerPoint, signage or in meetings you'll gain new and fresh insight.

Topics include

- Necessary elements of communication
- Communication styles and methods
- The communication firewall and how it works
- Ways to get around the communication firewall
- Why some communicate well while others cannot
- Sure-fire ways to engage the listener

For additional information please call  
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