

FREE VIRTUAL PROFESSIONAL COMMUNICATION WORKSHOP FOR PEEL RESIDENTS



In Collaboration with
The Learning Place



FOUR-DAY WORKSHOP

April 22 - 25, 2024 | 9:00 a.m. - 12:00 p.m.

Do you struggle with communicating in the workplace?
Do you want to gain valuable communication skills?



Informal and Formal Introductions

- Greetings
- Importance of body language
- Networking: Communication at a networking event



Giving Instructions and Making Requests

- Familiar/unfamiliar direction words and phrases
- Using appropriate request and instruction vocabulary



Communicating Clearly and Confidently

- Six basic principles of communication
- Asking the right type of questions
- Communication at work



Written Communication Skills

- Thank you notes
- Formal letters
- Communicating via email

Registration closes Thursday, April 18 at 12 p.m.

A registration form with SIN is needed for participation. Certificate Upon Completion.

For information and space availability,
please email:
becnic@achev.ca

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