

Verbal & Non-Verbal Communication in the Workplace
& Written Communication in the Workplace

Communication

ability

Write

ability

Do others consider you a good communicator? Can you communicate effectively in writing with potential references and prospective employers?

This workshop will teach you:

- How to match your verbal and non-verbal communication
- Delivery of verbal and non-verbal messages in a way that shows you are a strong candidate for the job
- How written communication in the workplace is changing
- How to write effective emails and show your **w**riteability
- The importance of including new mediums of communication in your writing

May 17, 2017

3:00 pm to 4:00 pm

Calvert Library-Solomons

13920 HG Trueman Rd. Solomons, MD 20688

Meeting room

* Call Shalaunda at 240-346-9465 or e-mail sjefferson@tccsmd.org to register

*Open to Out of School Youth age 16-24



*If you need special accommodations please let us know at time of registration

REALLY

WHAT EMPLOYERS WANT TODAY

Workplace Excellence Series

*This is not a library sponsored program.