
Interpersonal Communication Skills: Working Together



This seminar is designed to help improve and fine-tune our communication and human relations skills. In today's workplace, especially now in these challenging times, being able to work with and through people is a major factor in determining job performance and success. Participants will identify their communication styles and look at how to work more effectively with people who have different styles.

Topics to be discussed include how to:

- **Communicate more effectively with different personalities**
- **Persuade other people and gain cooperation**
- **Express needs and feelings more constructively**
- **Receive criticism without taking it personally**
- **Know the best body language to use when dealing with clients, peers, and managers**
- **Give feedback in a positive way**

When: Thursday, May 21st, 2009

Time: 9:00a.m. – Noon

Speaker: Merry Taylor, President of Taylor and Associates

Who: ALL county officials and employees

Where: Please review the attached listing of potential SC ETV downlink sites.

TO PARTICIPATE IN THE TELECONFERENCE, YOU SHOULD:
➤ Identify a "Coordinator" to be the official contact for the county. He/she will arrange all of the logistics prior to the teleconference and be on-site the day of the event.
➤ Contact the nearest satellite viewing site and arrange equipment, seating, phone access, VCR (to tape for later broadcast), etc.
➤ Mail an interoffice memo to all Department Directors from the Administrator encouraging participation.
➤ Complete the attached form to report the number of employees who will participate from your county and FAX it back to Lisa Maseng at 803-252-0379.
➤ Arrive at the satellite viewing site by 8:30 a.m. and confirm that all equipment is working properly and that the phone is operating.
➤ Identify a "Facilitator" and encourage viewers to call in with questions and comments.
➤ RELAX and enjoy!

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