



# Communication in the workplace

Effective communication skills help us achieve our dream careers.

We can enhance our skills, develop good relationships, and increase morale and productivity at work by having good communication skills.

## Session 1

### Effective communication and presentation skills

How to improve your communication skills at work

## Session 2

### Negotiation, agreement, expressing opinions

Tips for negotiating agreements and how to disagree respectfully

## Session 3

### Participating in a workplace meeting

How to speak up in meetings and language for participating in one

## Session 4

### Effective workplace writing skills

Developing skills on writing a business email



Tuesday and Thursday  
June 21- 30, 2022



10:00 am-11:30am



ZOOM Virtual Meeting

More info: [Orjeta.Ndrija@cicscanada.com](mailto:Orjeta.Ndrija@cicscanada.com)

Registration: 437-353-7116

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