

Communication Skills

Date: Thursday 14th October 2010

Time: 5pm for a 5.30 start. Finish at 7pm when attendees network over a glass of wine

Venue: Imperial Hotel, First Avenue, Hove (<http://www.imperial-hove.com/maps.htm>)

Cost: £30* plus VAT (there is no joining fee - people just pay when they book)

Synopsis:

Isn't it interesting that the best communicators tend to be more successful in life? We spend many hours learning how to write and speak. Rarely, if ever, are we taught how to listen, yet communication is a two-way process of transmitting and receiving. The human element makes this even more tricky, because we all have different personalities, beliefs and values. This session will explore best practice in a number of situations - corporate communication, presentations, team meetings and one-to-one.

Terms: *Payable on presentation and in advance of the event. Any cancellation must be made in writing at least 48 hours prior to the event, or payment will be due in full.

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