

Connecticut Training & Technical Assistance Center

Training and Events

Effective Communication Skills II

A CT Road Scholar Program *REQUIRED Workshop*

Whether handling personnel issues, responding to resident complaints or presenting your budget to the finance board, you must be prepared and communicate effectively to be successful. This course is designed to provide participants with the tools you need to be an effective communicator for your agency.

Please note: These are socially distant sessions. All state and university COVID-19 precautions will be followed.

Who Should Attend

This program is designed for all municipal highway officials, particularly those involved in communicating with the public, boards and on teams.

Public Works Directors, Highway Superintendents and Foremen are encouraged to attend.

Course Instructor

Sadie Lee Rosethorn, Senior Consulting Partner of KJR Consulting. Sadie is passionate about bringing out the best in individuals, teams, and organizations, and consistently provides the right balance of challenge, support, and education that



clients need to reach their goals. Sadie holds Bachelor's Degrees in Psychology and Business Administration and a Master's Degree in Organizational Development & Leadership. She is a certified executive and personal growth coach, trained facilitator, and mediator.



Dates & Locations

October 19, 2022 Lebanon, CT

October 20, 2022 Bristol, CT

Session is 8:30am—3:30pm (Registration begins at 8:00am) Lunch will be provided.

Learning Objectives

Upon completion of this class, participants will be able to:

- Understand the importance of communication in supervisory functions.
- Apply a communications model for different situations.
- Develop a clear message.
- Analyze an audience and adapt a message accordingly.
- Answer questions well.

Registration

- Please visit <u>www.cti.uconn.edu/cti/T2_Workshop_Schedule.asp</u> to register for this class online.
- Please email any questions to Bethe Greene at bethany.greene@uconn.edu.
- **Cost**: (Includes lunch and course materials)
 - \$100—State and Municipal participants
 - \$200—Private-sector participants
- **Cancellation/Refund Policy**: The registration fee is refundable if notice of cancellation is received 48 hours prior to the start of the program. Registrants who are unable to attend and do not cancel in advance are subject to the registration fee. Substitutions may be made at any time. Please notify us of changes.
- If you require an accommodation to participate in this workshop, please contact Bethe Greene at <u>bethany.greene@uconn.edu</u>.
- If you have a dietary restriction, please notify us at the time of registration.
- Video/Photographs may be taken for promotional and training purposes. Please notify us during registration if you do not wish to be photographed/filmed.



Connecticut Training & Technical Assistance Center 270 Middle Turnpike, Unit 5202, Storrs, CT 06269 <u>www.t2Center.uconn.edu</u>