Effective Communication Skills II

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.

Who Should Attend
- Highway Superintendents
- Road Foremen
- Crew Leaders
- Directors of Public Works

Please visit s.uconn.edu/t2schedule to register online.

Questions regarding registration please contact Bethe Greene at bethany.greene@uconn.edu

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
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<tbody>
<tr>
<td>August 20, 2024</td>
<td>Coventry, CT</td>
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<tr>
<td>August 28, 2024</td>
<td>North Branford, CT</td>
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Session is 8:30am - 3:00pm
Registration begins at 8:00am
Lunch will be provided
$100 - State and Municipal
$200 - Private Sector