

Business Bites

Effective Communication

In this brief interactive session you will learn some hints and tips to help you communicate more effectively in your business.

Topics covered include:

- Providing correct information
- Keeping the key messages short and concise
- Using non-verbal communication
- Speaking slowly, clearly and distinctly
- Checking to ensure the listener has understood
- Being confident
- Being courteous

There will be some simple, fun exercises to demonstrate the importance of communicating clearly in your business. Afterwards enjoy a light lunch while networking with other small business people.

Online bookings www.bec.org.au

Date: Friday 25 June 2010
Time: 12.00pm - 1.30pm
Cost: \$20.00
RSVP: Wednesday 23 June 2010

Venue: Inner West BEC Training Room
Adelaide University Research Park
30 - 32 Stirling Street
Thebarton

BUSINESS BITES - EFFECTIVE COMMUNICATION REGISTRATION FORM

This section will also act as a tax invoice when forwarding a payment

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PO Box 160, Torrensville Plaza, 5031 or fax to 8159 8711

For online bookings go to www.bec.org.au

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