

# The Art of EFFECTIVE COMMUNICATION



Tuesday, Aug. 31st, 2021

7:30pm – 9:00pm

Somerset Hills YMCA  
Career Forum

Speaker: Jan Goodman  
Community Outreach  
Specialist/Career Coach

Greater Raritan One-Stop Career  
Center Training Services

*"Communication is two-sided – vital and profound communication makes demands on those who are to receive it... demands in the sense of concentration of genuine effort to receive what is being communicated."*  
– Roger Sessions

## Points of Discussion:

- Self-Assessments
- Looking at different personality types
- Identifying your Myers Briggs Personality Types
- Defining filters
- Encoding, decoding and sending messages
- Culture
- Gender
- Active listening
- Paraphrasing statements
- Nonverbal messages
- Handling Conflict
- Being assertive, not aggressive
- Communication preferences
- Communication models

## How You Will Benefit:

- Understand a working definition of communication.
- Review communication models and their key elements.
- Apply Myers Briggs personality assessments to develop effective communication skills.
- Investigate different styles of communicating.
- Learn how tolerance for disagreement affects effective communication.
- Identify common communication filters.
- Learn new tools for effective communication.

**Please note this is a virtual workshop via Zoom.  
No registration is required.**

To attend Zoom meeting, please click this link:  
<http://bit.ly/3nyo1xP>

**Meeting ID: 525 732 848 • Password: 650668**



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