

The Art of EFFECTIVE COMMUNICATION



Tuesday, July 19, 2022

1:00pm – 3:00pm

Franklin Township
Public Library

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.

This is a live workshop and registration is required.

Please go to the events calendar at: franklintwp.org or go to the monthly calendar <https://bit.ly/3xvUUT9>

***The library reference desk can also be contacted at:
(732) 873-8700***

This program is in partnership with the Greater Raritan One-Stop Training Center.



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