

Workplace Communication

- BOOKINGS:** For course bookings or more information contact Tarsha Franklin 8346 3044.
- ENROLMENT:** Applicants are enrolled in this course on the first day of the programme and receive an induction/handbook and site orientation.
- GROUP SIZE** Maximum of 15 participants.
- DURATION:** 2 X 3 hour sessions
- DAYS / TIME:** Please contact us for details on (08) 8346 3044
- LOCATION:** **STATUS Employment Services**
59 - 61 Grange Road, Welland
Ph: (08) 8346 3044
- DRESS CODE:** **Applicants must be prepared to follow dress code guidelines:**
- Neat casual attire.
 - No earrings or visible facial or body piercing.
 - Men must be clean-shaven or any facial hair must be neatly trimmed.
 - No wearing of hats during training sessions.
 - Personal hygiene standards must be applied.
- CONTENT:** The Communicate in the Workplace course covers the following topics:
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| Verbal Communication | Written Communication |
| <ul style="list-style-type: none">• Formal and Informal• Tone• Active Listening | <ul style="list-style-type: none">• Formal and Informal• Key tips for written workplace communication |
| Non-Verbal Communication | |
| <ul style="list-style-type: none">• Facial Expressions• Body Language• Gestures | |
- ISSUANCE OF TRAINING STATEMENTS:** Participants must attend all sessions in order to qualify for a Statement of Attendance.

Please note: STATUS Works Pty Ltd reserves the right to cancel, alter or amend any of the arrangements contained in this programme. The duration of courses, frequency, dates, times, costs are subject to alteration. The information contained in this timetable of programs for 2009, is accurate as at date of publication, March 2009. You are advised to confirm the accuracy of this information by contacting Tarsha Franklin on 8346 3044 prior to the commencement of each course to avoid unnecessary discontentment.