

LAKOTA NATIONS EDUCATION OFFICE MANAGEMENT COMMUNICATION SKILLS TRAINING



- VERBAL, NONVERBAL, AND WRITTEN COMMUNICATION SKILLS
- CONSEQUENCES OF POOR COMMUNICATION SKILLS
- CRITICAL ELEMENTS OF EFFECTIVE COMMUNICATION SKILLS
- INTERPERSONAL SKILLS
- TAILORING MESSAGES FOR DIFFERENT AUDIENCES
- CULTURAL SENSITIVITY
- OVERCOMING COMMUNICATION BARRIERS
- ROLE-PLAYING

RAMKOTA INN HOSPITALITY ROOM DECEMBER 18TH 2024

*Registration for the secretarial/office skills training
automatically registers you for the entire conference.*

www.lakotationsconference.com

in the notes mention secretarial/office skills training

\$325.00 before December 1st, 2024

\$350.00 after December 1st, 2024

For more information call Terrie Jo Gibbons at: 605-407-0667
Or email at: terriejo@lakotationsconference.com