

Agenda

Part	Time	Topic/s
	10.00 am – 10.05 am	• Welcome and Introduction of the speaker
I	10.05 am – 11.00 am	<ul style="list-style-type: none"> • Identify important elements of communication • Recognize the barriers of communication and how to overcome them
	11.00 am – 11.05 am	<i>Break</i>
II	11.05 am – 12.00 pm	<ul style="list-style-type: none"> • Identify your communication style • Know how to adapt to people of other communication styles
	12.00 pm – 12.05 pm	<i>Break</i>
III	12.05 pm – 01.00 pm	<ul style="list-style-type: none"> • Understand the basic process of communication • Utilize tips to ensure quality communications • Practice implementing a communication strategy
	01.00 pm – 01.05 pm	• Thank you note
