

## Communicating Effectively

### Agenda

9:00AM	Welcome-Introductions
9:05AM	Objectives-Competencies
9:10AM	Pre-Test
9:15AM	Group Activity #1 <i>I'm Running for Office!</i>
9:25AM	Group Activity #2 <i>What Does it Say?</i>
9:35AM	Group Activity #3 <i>Non Verbal Communication: What Do We Know?</i>
9:45AM	Effective Communications <i>Introduction</i>
9:55AM	Break
10:05AM	Effective Communications <i>Speaking &amp; Listening, and Much More</i>
10:25AM	Class Discussion <i>Share Your Thoughts</i>
10:30AM	Effective Communications <i>Non Verbal Cues</i>
10:45AM	Putting It Together (Recap)
10:50AM	Post-Test
10:55AM	Course Evaluation
11:00AM	Dismissal