

OFFICE COMMUNICATION

This course offers practical tips and tools for persons whose main job is helping others. Administrative support staff manages the communication flow at work. Active listening is an important part of that communication along with being clear. We'll discuss the communication process and look at the differences between aggressive, assertive, and passive communication.

Helena, Montana

Expected Attendants-
Administrative support

Tuesday April 28, 2015
8:30 a.m. — noon
Mitchell Building



Available for POST, CEU, and OPI Renewal
Investment: \$95
(discounts for multiple attendees from one organization)

