

EXCITEMENT OVER USING TECHNOLOGY CLASHES HEAD-ON WITH COMMON COURTESY

Creating a Way Technology and Professional Communication Can Be Compatible.

Workshop Objectives:

- Identify when e-mail, mobile phone or face to face communication is the best choice.
- Create a guide to the simplest and most useful means of blending technology and communication.
- Gain steps to creating clear, concise and meaningful message
- Spot the “Dos and Don’ts” of professional communication.
- Transform the 10 Point-Plan for Mobile Manners.
- Understand texting guidelines and best practices.



CONFIDENCE

Business and technology is changing, perhaps it's time to get serious about how we choose to communicate.

As we all know too well, using multiple forms of technology is critical in keeping competitive, safe and connected. Technology and its myriad benefits are not the issue. People not using common courtesy is.

PROGRAM

Audience:

Everyone

Features:

Face-to-Face Workshop
Workbook
Coaching tips

Sponsored by:

TS Bank & the Council
Bluffs Chamber ABC
Educational Series

Cost:

\$25 . Members
\$40 . Non-Members

SCHEDULE

Date:

August 14, 2009

Time:

7:30a.m. - 9:00a.m.

Location:

TS Bank Solution Center
1745 Madison Ave. Ste. 1002
Council Bluffs, IA 51503

Register Today:

Contact Vicki at
712.325.1000

