

Organizational Communication

(SAID: 53000)

DATE/TIME:	23 – 24 June 05 (0800-1600)
COST:	\$250 per person
DESCRIPTION:	The success of any organization – neighborhood group or Multinational Corporation – depends on effective communication. Organizations need members skilled in the basic communicative activities. In the contemporary world, organizations also demand abilities to analyze and present information gathered by different research methods, to harness the resources of communication technology, and to thrive in an environment of diverse individuals. This two-day seminar will provide an introduction to communication within organizations with emphasis on improving communications techniques and practices. Topics include fundamentals of communication, written and oral communication, barriers to effective communication, intercultural communication, ethical issues, and the use of technology.
ELIGIBILITY:	This course is ideal for anyone who wants to improve communication skills at workplace.
VENDOR:	John R. Morrisette , Ph.D. 2992 Walling Way, Beavercreek, Ohio 45434
LOCATION:	HRO (bldg # 1472) Training Classroom
POC:	Commander U.S. Naval Force (CNFJ), Regional Training Office (RTO), N114 at 243-8182.
NOMINATION PROCEDURES:	Submit Training Request (DD Form 1556) via appropriate management chain and activity training coordinator to CNFJ, RTO, N114 NLT 15 April 05 . <u>Payment method of training is a DD form with a line of accounting.</u> Payment by a credit card will not be accepted.
NOTE:	Cancellations after deadline date are liable for payment.