



NEWS

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RochesterWorks! Offers Two Micro Workshops for Businesses to Help Employees Improve Communication

Rochester, NY—October 26, 2007 -- RochesterWorks! is presenting two micro workshops on November 2 for businesses to offer employees on improving their written and verbal communication skills.

Communication for Team Leaders, Supervisors and Managers Friday, November 2, 2007

RochesterWorks! Career Center, 255 North Goodman St.

9 a.m. – noon

\$50 per person

Communication is the key to the success of every team.

- Understand how to communicate to gain respect and credibility
- Practice communicating difficult messages
- Learn to identify behavioral styles

Annie Walker, the workshop leader, is an enthusiastic motivational speaker. She is a personal and career development coach and consultant. Ms. Walker is personally committed to enabling others to become aware of the power within and to help turn that awareness into actionable skills.

Understanding E-Body Language

Friday, November 2, 2007

1 - 4 p.m.

RochesterWorks! Career Center, 255 North Goodman St.

\$50 per person

Every day, workers, professionals, and managers lose more than 20% of their time trying to control a monster called e-mail. It is a problem that seems to have no solution.

In this workshop, you will gain new skills and put them to use immediately.

- Reduce the volume of e-mails you manage
- Learn what to say to increase morale
- Become more discerning with the words and style you select

Robert Whipple, the session presenter, is CEO of Leadergrow Inc., an organization dedicated to the development of leaders. He also teaches at the college and corporate level and has written a book on E-body language.

Registration and More Information

Pre-registration is required and class size is limited. Please visit www.rochesterworks.org to register online. The cost for each workshop is \$50.00 per person. Payment may be made by cash or check payable to RochesterWorks. You may pay in advance or bring payment to the workshop.

RochesterWorks! is located at 255 N. Goodman St., at the corner of College Ave., across from Village Gate. Parking is free.

If you have questions, please contact Laura Seelman at 258-3545.

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RochesterWorks! is dedicated to helping Monroe County develop a strong workforce. RochesterWorks! helps job seekers find jobs, move to higher paying jobs or get training to improve skills. RochesterWorks! assists businesses with recruitment, assessment, placement and training, and connects them to all federally funded employment and training programs in Monroe County. RochesterWorks has helped attract millions of dollars to support workforce development for Monroe County companies and organizations.

Services are available at two convenient full service Career Centers at 255 North Goodman Street and 276 Waring Road in Rochester. Training services are available at our satellite center at the Center for Workforce Development at 3545 Buffalo Road. Services are free of charge. More information about RochesterWorks can be found at www.rochesterworks.org.

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