

K&A Solutions Upcoming Workshops

BE AT YOUR BEST AT WORK OR AT YOUR BUSINESS!

Workshop – COMMUNICATING EFFECTIVELY

The Art of Communication in the Language of Leadership. **Effective Communication** is an essential skill in today's fast-paced business world. Effective communicators understand that communication is a complex process that can often be challenging. Taking the time to improve your skills is a worthwhile investment in your self-development. It takes both effort and practice to develop effective communication, but payoff will be worth it. Are you interested in.....

Assessing your communication skills; Knowing the communication process; Identifying the purpose of communication; the five levels of communication; benefits of effective communication and the costs of poor communication; how to understand your audience; the barriers to effective communication; and the five keys to becoming an effective communicator?

Then, why don't you register for our workshop on **Communicating Effectively** immediately. Go to <http://www.knasolutions.net/weblog/events/workshop-sign-up/> and register for this class. You must register in advance!

COST - \$45/person for Early Registration or pay \$55/person

Evening Session

When: Wednesday, November 18, 2009 from 6:45pm to 8:45pm. Please register by 11/12/09 or pay \$55.

Where: Oxford Learning Center, Pine Plaza Shopping Center, 831 Route 10 E. Whippany, NJ 07981

Networking starts at 6:45pm and Workshop starts promptly at 7:15pm and ends at 8:45pm.

Morning Session

When: Friday, November 20, 2009 from 8:30am to 10:30am. Please register by 11/16/09 or pay \$55.

Where: Go Virtual Suites, 181 New Road, Suite 304, Parsippany, NJ 07054

Networking starts at 8:30am and Workshop starts promptly at 9:00am and ends at 10:30am.

Coming up in the near future - **Effective Presentation; the Art of Networking.** Watch Out for Details!
If you have any questions, please call (973) 856-8501 or email minnie@knasolutions.net.
