



FEB Professional Development Training

TOPIC: Effective Communication Strategies

OVERVIEW: In today’s competitive business environment, effective communication skills are more critical than ever before. This training will give you the tools to strengthen your ability to manage change, negotiate and compromise, resolve conflicts, gain consensus and collaboration, and create a cohesive team. This workshop will help participants develop a truly engaging and responsive communication style, leading to positive results for the individual and the organization. Participants will learn:

- Communication Styles
- Reading body language
- Respond with diplomacy and tact
- And much, much more...

DATES: Tuesday & Wednesday, 23 and 24 February 2021
TIME: 0900-1230 (CT) for each session
LOCATION: Virtual (Zoom)
COST: \$99/person
PRESENTER: Transformation Partners

REGISTRATION INFORMATION	
Name of participant:	
Agency	
City, State	
Phone:	
Email:	

ACCEPTABLE METHODS OF PAYMENT:	
Credit Card	Check

Mail:	Oklahoma Federal Executive Board 215 Dean A. McGee, Ste 349, Oklahoma City, OK 73102
Email:	Lisa.Smith-Longman@gsa.gov
Questions:	405-231-4167 or lisa.smith-longman@gsa.gov

FEB’s Cancellation Policy:

Refunds: All FEB sponsored events are fully refundable for 3 calendar days (72 hours) after the date of purchase and up to 7 calendar days before the event.

Refunds for Cancelled Events: If an FEB sponsored event is cancelled and not rescheduled, you will receive a full refund.

Refunds for Rescheduled Events: Refunds will be issued for rescheduled events for 5 calendar days following the announcement of the rescheduled date/time. However, you are permitted to exchange your reservation for another scheduled event and transfer your reservation to another employee at no cost.