CIRSA
SIGNATURE SERIES (CS2)
INTERPERSONAL SKILLS

CIRSA SIGNATURE SERIES (CS2) COURSES

Interpersonal Skills is a half-day training seminar providing hands-on, interactive training on important, but often overlooked, skills that can be useful in both our professional and personal lives. This seminar is applicable to all departments and personnel.

The following topics will be covered in Interpersonal Skills:

- **Improving Communication**
  Discover the communication process and recognize the skills needed to become an effective communicator. This training emphasizes communication processes, communication filters, effective listening skills, and the specific steps needed to become a more proficient communicator.

- **Time Management**
  One way to help increase productivity at work or home is to have an effective time management plan. Time management is less about finding time to do everything, but more about finding time for what matters. In this training, you will learn about the three main steps (Discover, Plan, and Act) to help build a solid foundation for managing time.

- **Understanding Learning Styles**
  People learn and communicate in different ways. Knowing and understanding communication styles and how people perceive and process information can help you achieve self-awareness, develop more effective interpersonal relations, and have a greater sensitivity and tolerance for other people's learning styles.

DATES & LOCATIONS

APRIL 13
Carbondale
Carbondale Town Hall
511 Colorado Ave.
Carbondale, CO 81623

MAY 11
Broomfield
Broomfield Community Center
280 Spader Way
Broomfield, CO 80020

JULY 20
Akron
Gemma's Crossing
60 Hickory Ave.
Akron, CO 80720

AUGUST 24
Estes Park
Estes Park Museum
200 4th St.
Estes Park, CO 80517

OCTOBER 19
Woodland Park
Ute Pass Cultural Center
210 Midland Ave.
Woodland Park, CO 80863

REGISTRATION: 7:30 A.M.   **TRAINING:** 8:00 A.M. - NOON

To register, use the links above or email eileenc@cirsa.org.

- Beverages and snacks will be provided.
- The cost of this seminar is **FREE** for members, but there is limited space, so registration is required.

CIRSA   SAFERTOGETHER
CS² Signature Series