



Employee Assistance Program

▶ 1.866.327.4762

▶ www.eap4soc.mhn.com

Employee Assistance Program

Effective Workplace Communication

Effective communication is the foundation on which solid working relationships are built. Clear, direct speech, and active listening are essential elements in every interaction, whether personal or professional. By increasing the likelihood that all parties in a relationship are heard and understood, good communication skills ensure that win-win situations will result.

Learning Objectives:

- Understanding the connection between good working relationships and effective communication.
- Describe key elements of a clear message.
- Identify and overcome challenges to getting the message across.
- Apply techniques for building rapport.

Who should attend:

- » These workshops are free to state employees and reservations are not required. Seating is on a first-come, first served basis.
- » Before planning to attend, employees should ensure supervisor's approval.
- » Please provide two week notice for special accommodations.
- » At many facilities parking is not provided, please plan accordingly.
- » Contact your departmental EAP Coordinator for additional information.



September 9, 2014 » 10 – 11 am

Department of Technology
10860 Gold Center Drive
First Floor Training Center
Rancho Cordova, CA 95670

September 10, 2014 » 2 – 3 pm

Resources Building
1416 9th Street, First Floor Auditorium
Sacramento, CA 95814

September 24, 2014 » 10 – Noon

Department of Rehabilitation
8060 Santa Teresa Boulevard, Suite 200
Gilroy, CA 95020

October 1, 2014 » 10 – 11:30 am

Department of Rehabilitation
464 West 4th Street, Room 152
San Bernardino, CA 92401

October 22, 2014 » 9 – 10:30 am

Department of Rehabilitation
3333 Wilshire Boulevard, Second Floor
Los Angeles, CA 90020



REMEMBER – Your EAP is here for you!

MHN
A Health Net Company™