

Learning and Academic Skills (LAS) Centre

'Workplace Communication Skills' - one day program

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SWINBURNE UNIVERSITY
OF TECHNOLOGY



What next? You've got your job but have do you have the skills to succeed in the workplace?

This workshop will give you some practical skills to enable you to effectively communicate and interact with your colleagues, management and external clients.

Location AGSE109

Date Wednesday 31 July, 2019 - 10am - 4.30pm - Register here swi.nu/wcs

Register as soon as possible, as the number of places is limited.
You have to be committed to attend the full program once you've registered.

Lunch: Bring your own.

Cost: FREE

Participation Certificate – Students who complete the full program, will be presented with Swinburne University Participation Certificate (great for your CV!).

This is a great opportunity to improve your workplace communication skills and to expand your network/make new friends.

If you have further questions about the program, please email to **Maree Keating**, LAS Advisor and program convenor at mkeating@swin.edu.au