

Learning and Academic Skills (LAS) Centre

'Workplace Communication Skills' - one day program



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. Register for one of the 2020 dates below here swi.nu/wcs

Thursday 27 Feb, AGSE109, Tuesday 2 June, AGSE 109

Thursday 30 July, AGSE 109, Thursday 17 Sept, AGSE 108

Workshops run from 10am - 4 30pm.

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