

# 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.

**Location** AGSE109

**Date** Thursday 4 October, 2018 - 10am - 4.30pm - Register here [swi.nu/wcs](https://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:** Provided.

**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 **Barbara Browne**, LAS Advisor and program convenor at [bbrowne@swin.edu.au](mailto:bbrowne@swin.edu.au)