This course helps participant's use feedback to enhance their job performance, ensure their success and understand the impact of effective interaction skills. The course helps participant's view feedback as objective information about performance that can help them improve the way they work, to recognize and overcome communication barriers and interact effectively with others.

**PREREQUISITE:**
No prerequisites.

**MODULES:**
In this program, we will discuss the following modules:
1. Feedback Fundamentals
2. Communicating With Others

**LEARNING OUTCOMES:**
1. Take advantage of opportunities to gather feedback and enhance their performance;
2. Control the amount and quality of the feedback they receive;
3. Become more successful by seeking and receiving feedback they receive;
4. Enhance coworkers’ performance by providing them with specific feedback;
5. Communicate more effectively with coworkers, leaders, team members, suppliers, and customers;
6. Be aware of communication barriers and ways to overcome them;
7. Identify the importance of communication in the workplace;

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**CONTINUING EDUCATION UNITS:** 0.8
(Duration: 8 hours)

**To Register Call:**
281.542.2061

**Time:** 8am – 5pm
**Cost:** $250 (Material Included)

**Registration Deadline:** 9/24/13
**Class Date:** Oct 4th

**Registration Deadline:** 10/1/13
**Class Date:** Oct 11th

**Location:**
San Jacinto College Central
8060 Spencer Hwy
Pasadena, Texas 77505

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