



Communication & Leadership Workshop for Professionals



Considering improving your communication skills for your business, for presentations, or just starting your career? Then this workshop is what you need! Learn key aspects of making effective presentations, how to construct and deliver an effective speech and develop the ability to respond spontaneously to questions. This is an extremely interactive class, so please be prepared to learn from the first day. This class is sponsored by Toast To The Best, a non-profit club chartered under Toastmasters International and the City of LaVerne. Choose one of the 8-week sessions. **INSTRUCTOR:** Sayeed Shaikh, Distinguished Toastmaster.

To register contact: Parks & Community Services Office at LaVerne, 909 596-8700.

DAY OF WEEK: Thursdays

TIME: 7:15 PM to 9:00 PM

SESSIONS: February 5 to March 25, 2004
April 1 to May 20, 2004
June 3 to July 22, 2004

AGES: 18 and up

LOCATION: LaVerne Community Center
Classroom #1

FEE: \$35.00

(Where "D" Street and Foothill Blvd meet in LaVerne)



1 Day Leadership Seminar

Content of this seminar is basically the same as the Communication and Leadership for Professionals class; however, it is more focused and fast paced. This workshop will help you:

1. Give better sales presentations.
2. Develop better management skills.
3. Work better with fellow employees
4. Effectively develop and present ideas.
5. Offer constructive criticism.
6. Accept criticism more objectively.
7. Build leadership skills by organizing and conducting meetings.

Satisfaction guaranteed. **INSTRUCTOR:** Sayeed Shaikh, Distinguished Toastmaster.

To register contact: Parks & Community Services Office at LaVerne, 909 596-8700.

DAY OF WEEK: Saturdays

TIME: 9:00 AM to 4:00 PM

SESSIONS: February 28, 2004
May 22, 2004

AGES: 18 and up

LOCATION: LaVerne Community Center
Classroom #1

FEE: \$85.00

(Where "D" Street and Foothill Blvd meet in LaVerne)