

# Communications Skills for Business

## 2016 Workshop Series | WORKSHOP 1



**Get Personal - Grow Your Business - Communicate with People!**

Thursday, April 28, 2016 | Housatonic Community College

Presented to the Business Community by the Bridgeport Regional Business Council's

Women's Leadership Council in Partnership with

Fairfield County's Community Foundation Fund for Women and Girls



# Communications Skills for Business

## 2016 Workshop Series | WORKSHOP 1

**Get Personal - Grow Your Business - Communicate with People!**

Thursday, April 28, 2016 | Housatonic Community College | 900 Lafayette Boulevard, Bridgeport

WLC Workshop Programs are offered to both women and men to strengthen and support an active, successful and growing regional economy.

### LUNCHEON | KEY NOTE SPEAKER

**12:00 to 1:15 p.m.**

**Sheryl Battles**

Vice President, Corporate Communications at Pitney Bowes



### PROGRAM SESSIONS:

**1:30 to 2:30 p.m.**

#### GENERATIONS IN THE WORKFORCE

How to communicate effectively with a diverse workforce

**Presented by Mary Beth Nelsen**

President, The Right Resource



**2:45 to 3:45 p.m.**

#### "NETIQUETTE"

The Art of Networking for enhanced success

**Presented by Harriette Trevino**

Licensed Realtor® with Hodson Realty;

Certified DreamBuilder Coach



### NETWORKING COCKTAIL RECEPTION:

**4:00 to 6:00 p.m.**

**BROUGHT TO THE GREATER BRIDGEPORT REGION BY EVENT PARTNERS:**





## This is not your ordinary workshop program!

This program is designed by the BRBC's Women's Leadership affiliate for the benefit of **ALL** people doing business in the Greater Bridgeport Region.

Program attendees will walk away with a valuable toolkit of information and useful business communications tips for building and growing win-win relationships.



## Attendees will hear from and have a chance to meet top business leaders:

As a leading Regional Chamber of Commerce, the BRBC serves businesses big and small in the Greater Bridgeport Region. We enjoy high attendance at our signature events by members of our organization who invest both time and resources to support business growth and the community.

## Attendees will learn how to:

- Communicate with a diverse workforce
- Motivate and manage the generation divide
- Utilize your unique/generational skill-set and mind-set to be a great team player
- Make networking effective and enjoyable
- Assess and improve your networking skills
- Turn small talk into smart talk
- Build your sphere of influence through networking



## Attendees will make lasting business connections and have fun too!

The grand finale cocktail reception will feature a specialty cocktail and an incredible array of fun food all brought to you by High on the Hog catering. This fun conclusion to what promises to be an exciting day offers both seasoned and new "networkers" an opportunity to grow their business - their personal brand - their Rolodex - their success through constructive communication!

**Contact Jocelyn Paoletta at [paoletta@brbc.org](mailto:paoletta@brbc.org) for event information.**

**Visit [www.brbc.org](http://www.brbc.org) to register online or to find out more about the Bridgeport Regional Business Council.**



# COMMUNICATIONS SKILLS FOR BUSINESS WORKSHOP 1

## Thursday, April 28, 2016 | Housatonic Community College

### REGISTRATION: Payment due with registration

Please check the identification below that applies. General Admission refers to companies and individuals who are not members of the Bridgeport Regional Business Council.

☐ BRBC MEMBER COMPANY

☐ GENERAL ADMISSION

**1.** ☐ **YES!** Please register me (my company) for the one-day Communications Skills for Business workshop as noted below. Early Registration and Group discounts are available.

**2. IMPORTANT! REGISTER FOR FULL PROGRAM BY MARCH 21, 2016 and deduct \$25 per attendee.**

**Please fill in the date you are registering to be eligible.**

Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_

For Office Use Only: \_\_\_\_\_

Date Registration Form Received

### 3. ORGANIZATION INFORMATION

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Approving Individual's Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Email: \_\_\_\_\_

**4. NAMES OF ATTENDEES: REGISTER 5 EMPLOYEES FOR FULL PROGRAM BY MARCH 21, 2016 and DEDUCT \$25 per attendee.**

**#1 Attendee Name:** \_\_\_\_\_

Job Title: \_\_\_\_\_

Email: \_\_\_\_\_

**#2 Attendee Name:** \_\_\_\_\_

Job Title: \_\_\_\_\_

Email: \_\_\_\_\_

**#3 Attendee Name:** \_\_\_\_\_

Job Title: \_\_\_\_\_

Email: \_\_\_\_\_

**#4 Attendee Name:** \_\_\_\_\_

Job Title: \_\_\_\_\_

Email: \_\_\_\_\_

**#5 Attendee Name:** \_\_\_\_\_

Job Title: \_\_\_\_\_

Email: \_\_\_\_\_

### BRBC MEMBER: FULL PROGRAM ☐

Full Program # Registrants **\$135 pp**

Early Reg. (-\$25 pp) \_\_\_\_\_ \$( )

Group Discount (-\$25 pp) \_\_\_\_\_ \$( )

Total \$ \_\_\_\_\_

### GENERAL: FULL PROGRAM ☐

Full Program # Registrants **\$ 235 pp**

Early Reg. (-\$25 pp) \_\_\_\_\_ \$( )

Group Discount (-\$25 pp) \_\_\_\_\_ \$( )

Total \$ \_\_\_\_\_

### BRBC MEMBER: À LA CARTE - LUNCHEON ONLY

Luncheon # Registrants **\$ 50 pp**

\_\_\_\_\_ Total \$ \_\_\_\_\_

### GENERAL: À LA CARTE - LUNCHEON ONLY

Luncheon # Registrants **\$ 70 pp**

\_\_\_\_\_ Total \$ \_\_\_\_\_

### BRBC MEMBER: À LA CARTE - RECEPTION ONLY

Reception # Registrants **\$ 15 pp**

\_\_\_\_\_ Total \$ \_\_\_\_\_

### GENERAL: À LA CARTE - RECEPTION ONLY

Reception # Registrants **\$ 35 pp**

\_\_\_\_\_ Total \$ \_\_\_\_\_

### 5. METHOD OF PAYMENT: Payment due with registration

Please make checks payable to the Bridgeport Regional Business Council and return **with this form** to:  
Bridgeport Regional Business Council | Attention WLC | 10 Middle Street, 14th Floor | Bridgeport, CT 06604.

**Total Amount Due:** \$ \_\_\_\_\_ ☐ Check #: \_\_\_\_\_ (Is Enclosed)

☐ Charge to: ☐ AmEx ☐ MC ☐ Visa Expire Date: \_\_\_\_\_ Card #: \_\_\_\_\_

Card Holder's Name: \_\_\_\_\_

**EMAIL FORM TO: PAOLETTA@BRBC.ORG OR FAX TO 203.366.0105**

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