



Putnam Community Service Network

In Cooperation with Putnam County Personnel Department
Presents In Putnam County

UNITED WAY-PACE UNIVERSITY NOT-FOR-PROFIT MANAGEMENT CENTER

Managing Workplace Interrelations: Diffusing Conflict & Staying Cool

Date: Wednesday, October 13, 2010

Time: 9:30 a.m. – 12:30 p.m.

Registration Deadline: October 5, 2010

Fee: \$30.00

Location: Mahopac Library. 668 Route 6, Mahopac, NY 10541

Sponsored by CHASE

This session will address workplace performance and communication issues and how to build supervisory skills in a constructive and proactive manner. Role playing and case scenarios will be presented.

Topics to be discussed:

- Developing a positive approach to managing conflict
- Recognizing and removing communication barriers
- Focusing on achieving win-win outcomes
- Learning skills for handling difficult workplace interactions

Who should attend: Open. Limited to the first 20 registrants.

Presenter: Dr. Jacqui Valentine, motivational speaker and communications skills trainer, has conducted numerous workshops and seminars and delivered keynote addresses throughout the United States and Canada. Dr. Valentine believes that self-development promotes self-assurance and self-assurance enhances a brighter, healthier mental attitude. And with that philosophy, she brings vim, vitality and vigor to all her presentations.

United Way now offers MyCart.net, a secure online credit card payment option, for payment of registration fees for the Management Center courses. Receipt of your payment will be emailed to you. Please go to www.uwwp.org/pace.htm



United Way
of Westchester and Putnam

Managing Workplace Interrelations: Diffusing Conflict & Staying Cool

Date: Wednesday, October 13, 2010

Please send completed registration form and \$30.00 fee. Please indicate method of payment:

- Check (payable to United Way)
- Credit Card: MasterCard Visa American Express Discover

Card no. _____ Exp. Date _____

Card Holders Name _____ Signature _____

Mary Ann Luna, Director of Management Center Initiatives

United Way of Westchester and Putnam, 336 Central Park Ave., White Plains, NY 10606

Questions? (914) 997-6700, ext. 740 Fax: (914) 949-6438 E-mail: mluna@uwwp.org

Name _____ Title _____

Agency _____

Address _____

Phone _____ Email _____

