

Professional Workshop: Effective Communication Skills

Date: June 8, 2024

Time: 9:00 AM – 4:00 PM

Location: Main Conference Room

Time	Session	Facilitator
09:00 – 09:30	Registration & Welcome <i>Sign-in and opening remarks</i>	Workshop Coordinator
09:30 – 10:15	Introduction to Effective Communication <i>Overview of communication fundamentals</i>	Jane Smith
10:15 – 10:30	Break	
10:30 – 12:00	Interactive Group Activity <i>Practicing communication strategies</i>	John Lee
12:00 – 13:00	Lunch Break	
13:00 – 14:30	Overcoming Barriers to Communication <i>Identifying and resolving common issues</i>	Emily Rivera
14:30 – 14:45	Break	
14:45 – 15:45	Role-Playing & Feedback <i>Applied exercises with peer feedback</i>	Jane Smith & Team
15:45 – 16:00	Closing & Q&A <i>Wrap-up and participant questions</i>	Workshop Coordinator