

# 9 Hours Communication Series! New Training For Child Care Professionals;

9 Hours of training in “communication with staff, parents, and the public.” This series of workshops will allow you to complete this training in 3 separate sessions.

**\$45.00 for each workshop or \$120.00 for all 3 sessions!**

## **SP2. SP2. Communication Basics: Active Listening and Effective Speaking**

**Date: Sat. June 26, 2010**

**Time: 9 a.m. - 12 p.m.**

**Location:**

**Kensington/Forest Glen  
Children’s Center**

**Facilitator: Krista Engler**

Communication is at the heart of successful work with children, families and colleagues. Whether you’re learning new skills or brushing up on established ones, this workshop will give you “all the basics” of listening and speaking in effective, professional and confident ways.

(All Ages; Beg.) (COK: Professionalism)

## **CC. CC. Professional Communication in the Workplace**

**Date: Sat. July 24, 2010**

**Time: 9 a.m. - 12 p.m.**

**Location:**

**Kensington/Forest Glen  
Children’s Center**

**Facilitator: Krista Engler**

Child care professionals constantly balance the needs of children, families and colleagues in their daily work. Effective communication techniques and systems play a key role in the professionalism of your program. Come learn skills to help you build trustful, professional relationships with others, and spread the word about the quality work you do.

(All Ages, Beg.) (COK: Professionalism)

## **S1. S1. Communicating Effectively with Parents**

**Date: Sat. August 21, 2010**

**Time: 9 a.m. - 12 p.m.**

**Location:**

**Kensington/Forest Glen  
Children Center**

**Facilitator: Krista Engler**

As a child care professional, you set the tone in your relationships with families. Whether you are new to the field or have experience in building parent partnerships, this workshop will help you polish your communication skills and learn other strategies to strengthen the bond between your program and the home.

(All Ages; Int.) (COK: Community)

**To Register:** You can register for one, two, or all three workshops. Please write the workshop letter/number on the registration form for individual sessions or “Communication Series” to register for all three.

# 9 Hour Communication Series Registration 2010

Please mail Registration to:

MCCA Training Institute  
3204 Tower Oaks Blvd., Suite 330  
Rockville, MD 20852

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_

Workshop	Workshop Date	Fee
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total enclosed: \_\_\_\_\_

TO CANCEL WORKSHOPS: Call our office during regular business hours (Monday through Friday, 10 a.m. - 3 p.m.) Cancellations at least 5 days before workshop receive a full refund. Cancellations less than 5 days but at least 48 hours prior to workshop receive a *credit, which must be used within 12 months of canceled event date*. No credits or refunds are issued for cancellations with less than 48 hours notice, or absences without cancellation.

Approved by State of Maryland # CKO-30828