Battelle
Pacific Northwest Laboratories

Project Number

Internal Distribution

Obie Amacker, Jr.
Billy Cole
Eleanor Corley
Paul Eddy
Mark Hutton
Magaret Kress
Daplyn Matzinger
John Mucha
David Powell
Betty Shipp
Carole Smyser
Ted Tanasse
Yulah Tang
Diane Winters
Rosalind Zengerle
File/Lb

Date February 11, 1983

To Distribution

From F. C. Brown Fred/bb

Subject COMMUNICATING BETTER

You are enrolled in the Communicating Better Workshop to be held Wednesday and Thursday, February 16-17 in the Sigma-III Training Room. This workshop will start at 1:00 p.m. and end at 4:30 p.m. each day.

This workshop focuses on why we have trouble communicating and what we can do about it. Two basic skills for communicating better are active listening and assertiveness. These skills are identified and practiced.

If you have questions or are unable to attend, contact Bev Bradford on 375-2878.

FCB:bb

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