



Gold Seal Certified Course

COMMUNICATION SKILLS

This course is designed to teach owners, managers, and supervisors how to communicate effectively and efficiently. Participants will learn how to communicate properly through speaking, writing, body language, and listening; hone their skills on managing and controlling meetings; assertiveness training, anger and conflict management; and through correspondence and construction reports. The course is approximately 30 hours in length. In addition, those who successfully complete the program receive 5 credits toward the Canadian Construction Association Gold Seal program.

Dates: March 24 & 25, 2011

Location: Merit Contractors Association, 112 – 131 Provencher Blvd, Winnipeg

Cost: Merit Manitoba members – **\$600.00 per person**, plus GST

Non-members – **\$700.00 per person**, plus GST

Company: _____

Participants: _____

Contact person: _____
(for confirmation)

Telephone: _____ Email: _____

Merit Manitoba members \$600.00 x _____ = \$ _____

Non-member company \$700.00 x _____ = \$ _____

GST (#87858 5272 RT0001) = \$ _____

Cheque enclosed in the amount of: **Total = \$ _____**

Cheques payable to: Merit Contractors Association of Manitoba
112 -131 Provencher Blvd
Winnipeg, MB R2H 0G2
Phone (204) 888-6202 Fax (204) 888-6204