



# WTS ATLANTA PRESENTS: 2016 PROFESSIONAL DEVELOPMENT SERIES

WTS Atlanta wants you to participate in a series of four workshops designed to foster your professional development. The classes will occur on a quarterly basis, for 90 minutes over lunch at SRTA. The series is presented by executive coach Pam Scott of MentorLoft.com

## Series Topics/Objectives:

- **The Art & Science of Communication (February 23, 2016)**
  - ✓ Understand the communication process
  - ✓ How to listen
  - ✓ How to ask good questions
- **Understanding Yourself & Others (May 2016)**
  - ✓ To identify one's communication style
  - ✓ To understand others' communication styles using The Communication Wheel
  - ✓ To practice speaking in a style different from your own
- **The Basics of Consulting (August 2016)**
  - ✓ Understand the entire business process, from seeking business to getting paid and winning repeat business
  - ✓ For each individual to understand where he/she fits in the process
  - ✓ To appreciate time and workload constraints based on the entire process
- **How to Set and Manage Expectations (November 2016)**
  - ✓ Understand what can go well and what can go wrong in managing a relationship with a coworker, boss or client
  - ✓ Learn a process for how to set and manage expectations with a coworker, boss, or client

## STRETCH YOURSELF PROFESSIONALLY IN 2016

### LOCATION:

**SRTA**  
47 Trinity Avenue  
4<sup>th</sup> Floor  
Atlanta, GA 30334

### SESSION DETAILS

(Lunch Provided 12:00 -1:30pm)

**Session 1: Tuesday February 23**

**Session 2: May 2016**

**Session 3: August 2016**

**Session 4: November 2016**

Look for registration link via email

### COST

**Members: \$15/session**  
**Non-Members: \$30/session**

### CONTACT

If you are interested in participating in one or all sessions please contact  
**Olivia Russell**  
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