

# *Body Language / Communication Skills and Time Management*

## ***Question: Is Your Body Talking So Loudly That They Can't Hear You?***

How much does nonverbal communication influence your ability to **acquire new business** and help cement the clients and customers you already have?



## ***Question: Could A Little Planning Give You A Lot More To Show For Each Day?***

Everyone has the same number of hours in a day, but some people know how to **leverage time more efficiently** to better focus on the priorities, people and goals that matter most.



*Do you know the "proper" way to handshake?*

In this workshop you will learn what body language is, how to make a better first impression, what other people are *really* thinking, and how to use this information to your personal and professional advantage.

You'll also learn about the power of time management, so you'll spend less time spinning your wheels and more time being productive. You'll leave with a new plan in hand, to implement what you've learned.

***Don't shake another hand until you have learned all you can  
from the information in this workshop!***

This class will teach you ways to:

- Easily build rapport with anyone you meet
- Improve your customer interactions
- Tell if your message is getting through
- Enhance your interviewing and sales skills
- Integrate your goals and your schedule
- Better prioritize your tasks
- Procrastinate less and DO more
- Create a realistic daily and weekly plan

**Presenter: Karen Harvey of Clarity Coaching**

November 4, 2009  
El Dorado County Office of Education  
6767 Green Valley Road, Placerville, CA 95667

November 9, 2009  
SEDCorp. Training Room  
560 Wall St., Suite F, Auburn, CA 95603



***Don't waste time -  
reserve your seat today!***

Time: 7:00 – 8:30 PM

Cost: \$35.00, prepaid in advance

Call (530) 823-4703 or email: [sandy@sedcorp.biz](mailto:sandy@sedcorp.biz)