



Brown Bag Lunch Seminar Series:

How to Listen Effectively

WHEN:

Training Day(s): Two one hour sessions over two days

Dates: Wednesday, June 5 and June 19

Time: 12 pm to 1 pm

WHERE:

Liberty Home Equity Solutions, Inc.
10951 White Rock Road
Bldg. B - 1st Floor Training Room
Rancho Cordova, CA 95670

The Toastmaster International Success Communication Series is an education program that encompasses various aspects of public speaking, presentation and leadership skills. The *How to Listen Effectively* training program focuses on the following skill sets:

- To help you become a better listener
- To assist you in using the nine techniques from this presentation into listening habits
- To develop skills in active listening
- To study barriers to effective listening
- To identify situations in which active listening is important
- To create an awareness of the need for effective listening
- To practice and observe characteristics of active listening
- To provide experience for participation in learning how to ignore distractions
- To promote listening readiness
- To gain awareness of how to eliminate hasty judgments when listening
- To practice listening to understand
- To become aware of your mental time when you are listening

MORE INFORMATION:

Open to the first 20 participants! Please RSVP your spot by emailing the VP of Education for the Nooners Toastmasters: vpe-967354@toastmastersclubs.org