



DISCOVER YOUR STRENGTHS & THE STYLE OF YOUR COMMUNICATIONS: PART I

BUS.200.1.40 INSTRUCTOR: NYDA BITTMANN-NEVILLE

Name of Course:	Discover Your Strengths and the Style of Your Communications: Part I		
Course Number:	BUS.200.1.40-Session 10 (4 One-Hour Classes)		
Instructor(s):	Nyda Bittmann-Neville		
Hours/CEU Credit :	.4		
Course Start Date:	Wed., March 10, 2010	Course End Date:	Wed., March 31, 2010
Pre-Requisite Course For:	1. Discover Your Strengths & the Style of Your Communications-SMP-Part II 2. Impressions in 30 Seconds 3. Proper Exercise and Its Role in Fat Loss 4. How To Develop & Teach A CEU		
Class Size:	Minimum: 8	Maximum: 12	
Course Registration Cut Off Date:	Course Cancellation Date: If a minimum of 8 students have not registered by 5:30 pm EST, Thursday, 2-25-10 the course will be cancelled.		

Specific Course Dates – Please Mark Your Calendar

All Students

Classes	Month	Day of The Week	Class Dates	Class Begin and End Times (Select Your Time Zone Below)*
Class # 1	March	Wed,	3-10-10	4:30 to 5:30 pm Eastern
Class # 2	March	Wed.	3-17-10	3:30 to 4:30 pm Central
Class # 3	March	Wed.	3-24-10	2:30 to 3:30 pm Mountain
Class # 4	March	Wed.	3-31-10	1:30 to 2:30 pm Pacific

A. Course Description This course explores communication styles and skills which enable the SS and SSZ instructors to improve communication and connection with their clients, prospects, and colleagues. An important part of this course is putting into practice what you learn in the course with your clients.

B. Course Purpose: The purpose of this course is to assist SS and SSZ instructors to discover (or re-discover) your own communication style; learn to recognize your strengths and limitations; increase your existing communication skills through 'style shifting' which means deliberately shifting your speaking on the fly to ensure effective communication with the other person; enhance your ability to ask questions to improve your listening skill.

C. Learning Objectives

1. Learn about different communication styles.
2. Learn the different ways we communicate beyond 'body language'.
3. Explore ways we communicate from our strengths and from our limitations.
4. Enhance your listening skills for a better and broader connection with the other person.
5. Learn how to implement new techniques to effectively communicate with a wider range of people.
6. Enhance your skills for diffusing or resolving conflicts.
7. Increase your ability to 'style shift' meaning adapting your *communication delivery in a deliberate manner* to have better communication and connection with the other person.



DISCOVER YOUR STRENGTHS & THE STYLE OF YOUR COMMUNICATIONS: PART I

BUS.200.1.40 INSTRUCTOR: NYDA BITTMANN-NEVILLE

D. Expected Outcomes

1. Learners will learn to recognize communications styles by various attributes.
2. Learners will learn how to identify the strengths and weaknesses of your own and also the styles others.
3. Learners will learn to shift and respond effectively.
4. Learners will learn how to utilize the tools to become a more efficient communicator.
5. Learners will practice and put into action effective listening and questioning skills.

E. Topics

1. Defining communications.
2. Exploring the ways we communicate.
3. Tools of an effective communicator.

Key Learning Point(s)	1. Identify the strengths and limitations of your own communication style.
	2. Understand the characteristics of others.
	3. Learn to recognize styles and respond effectively.
	4. Communication styles:
	- Strengths.
	- Weaknesses.
	- Opportunities for improvement.
	- Improve upon asking effective questions
	- Enhance your existing listening skills

F. Class Structure:

Three 1- hour Teleconference Classes:

- Class # 1: 60% Class Leader Presentation – 40% of Student Presentation
- Class # 2: 50% Class Leader Presentation – 50% of Student Presentation
- Class # 3: 40% Class Leader Presentation – 60% of Student Presentation
- Class # 4: 40% Class Leader Presentation – 60% of Student Presentation

G. COURSE TELECONFERENCE CLASS HOURS (Important Class Preparation Notice)*			
Total Hours <u>Teleconference Class</u> (Distance Learning): .4 CEUs	Before Class 1: Reading/Preparation Appx. 30-45 minutes	Total Class Hours: 4 Plus Prep Time: Appx. 30-45 minutes	Total Evaluation Time: Appx. 15 min.
Important Note: Preparation Before Class required for successful class participation	At Time of Registration:		Required Assignment(s) before Class One:
	<ol style="list-style-type: none"> 1. Once registered you will be sent the Pre-Class Self Assessment by Email and the Strength Deployment Inventory (SDI) by mail. Your courseware will be sent to you electronically (email with a pdf attachment) 2. Contact registrar if you need assistance with completion of your SDI. 		Fax (24/7, no cover sheet required) Fax Number: (866) 687-7585 <input type="checkbox"/> Fax Completed Self-Assessment and SDI to registrar by 3:00 pm ET on Monday, 3-8-10



DISCOVER YOUR STRENGTHS & THE STYLE OF YOUR COMMUNICATIONS: PART I

BUS.200.1.40 INSTRUCTOR: NYDA BITTMANN-NEVILLE

ENROLLMENT: Fax To: (866) 687-7585 (24/7 – No Cover Sheet Required)

Submit Page 4 Only for Enrollment Purposes

If you prefer to e-mail your enrollment print, complete and scan it or create a PDF and e-mail to: registrar@superslowzone.com

A. Your Name: Please print legibly			
B. Today's Date			
C. Telephone Number			
D. Your Email Address			
E. Name of Course	Discover Your Strengths and the Style of Your Communications-Part I		
F. Course Number	BUS.200.1.40-Session 10		
G. Instructor(s)	Nyda Bittmann-Neville		
H. CEU Credits	.4 (4 classes)		
I. Course Start/End Date	Start Date: Wed., 3-10-10	End Date: Wed., 3-31-10	
J. Class Size Requirements	<ul style="list-style-type: none"> ▪ Minimum: 8 Students ▪ Maximum 14 Students (If a minimum of 8 students have not registered by 5:30 pm ET, Thursday, 3-25-10 the course will be cancelled.) 		
K. COURSE FEE & MATERIALS			
1. Course Registration Fee	<input type="checkbox"/> Registration Fee USD \$150 per student:		
2. Required Courseware Cost includes the SDI Assessment Tool that will be used in this course.	<input type="checkbox"/> Courseware: \$25 USD (Includes US shipping of SDI) (Courseware to be sent electronically--pdf attachment)		
3. Total Cost For Registration + Courseware	<input type="checkbox"/> Registration + Courseware \$175.00 USD <ul style="list-style-type: none"> ▪ Includes: SDI Instrument, U.S. postage 		
4. International Cost For Registration + Courseware	<input type="checkbox"/> Registration + Courseware - International \$175.00 USD <i>Exclusive of</i> International Shipping* for SDI (contact Registrar for cost of SDI mailing)		
5. Check Here if Paying by Check: <input type="checkbox"/>	Make your check <u>PAYABLE</u> to: <u>SuperSlow Zone, LLC</u>		
<i>Please Note That This Process Takes Longer Thus Delaying Enrollment Confirmation</i>	Please mail your check to: SuperSlow Zone, LLC, Attn: Cont. Educ., 1326 Palmetto Avenue Winter Park, FL 32789		
6. If You Pay By Credit Card	List your credit card number below: (AmX, Discover, Visa, MasterCard)		
7. Expiration Date & Security Code	Expiration Date:	3-Digit Security Code:	
8. Name as it appears credit card			
9. Billing Address (where your credit card statement is sent) <i>Please print legibly!</i>	Street:		
	City:	State:	Zip:
10. If Courseware is to be mailed to an address other than the one provided above, please indicate:	Street:		
	City:	State:	Zip:
11. Your Signature – <u>Required</u> <i>My signature also acknowledges that I will be prepared for the course by completing my course pre-assignments and evaluation as indicated. Failure to do so will result in forfeiture of class with no refund.</i>	<input type="checkbox"/> Yes! Enroll me: _____ <div style="text-align: right;">Your Signature Required Above</div>		