



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:	Tuesday, August 3, 2010		
Course End Date:	Tuesday, August 24, 2010		
Pre-Requisite Course For:	<ol style="list-style-type: none"> 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. Misc. Hints Helps and Ethics 5. Thorough Inroad 6. The Ten Requirements of Full Range Exercise 		
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, Monday, July 19, 2010 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	August	Tues.	8-3-10	4:30 to 5:30 pm Eastern
Class # 2	August	Tues.	8-10-10	3:30 to 4:30 pm Central
Class # 3	August	Tues.	8-17-10	2:30 to 3:30 pm Mountain
Class # 4	August	Tues.	8-24-10	1:30 to 2:30 pm Pacific/Arizona

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 <i>communication delivery in a deliberate manner</i> to have better communication and connection with the other person.



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D. Learning Outcomes

1. Increase your skill to learn to recognize communications styles by various attributes.
2. Increase your skill on how to identify the strengths and weaknesses of your own and also the styles others.
3. Increase you skill to learn to shift and respond effectively.
4. Increase your skill to learn how to utilize the tools to become a more efficient communicator.
5. Increase your skill with interactive class 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 sills

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 <u>Before</u> Class required for successful class participation	At Time of Registration:		Required Assignment(s) before Class One:
	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 Friday, 7-30-10



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N. Notice To SSZI Members About Your Records

Each student's permanent records for attending, and successful completion of the CEU course, or not, will be updated throughout the course by the Administrator as student's fulfill the CEU completion requirements stated in the CEU course description and enrollment form and course material.

At the completion of the CEU course, student's permanent records, their transcript, will be updated within five (5) business days as to a successful completion of the CEU course, or not. The Administrator will email each student: 1) CEU course information 2) the percentage of one CEU awarded 3) a CEU course completion certificate.

The above state information will become part of the student's permanent record. The student may request a copy of each CEU course completion information by contacting the Registrar registrar@superslowzone.com. Allow up to three business days for a response from the Registrar.

If a student fails to fulfill all of the standards required for a successful CEU completion, the email to the student will state: 1) the required CEU completion standards and 2) which of the standards the student failed to fulfill.

Issuance of Student' Transcripts:

The student can request a copy of their transcript with a signed letter requesting this by faxing Registrar at (866) 687-7585.

Please state your name and the dates or date ranges for the requested transcript. Allow up to three business days for a response from the Registrar. The student's transcript will only be issued to the student of record.

O. CEU Course Instructor's Effective Feedback To Students

CEU course instructors will give effective feedback to each student to the standards stated in the course material. One objective of our CEU course design is to have highly interactive courses in with student-to-student interactions such as Teach Back presentations, Study Buddy Session and Debriefers, and student-to-instructor engagement through 'hot lightning round', randomly calling on students with questions, feedback, etc. This design facilitates the learner achieving their learning outcomes and enables the instructor do their part in assisting the learner in achieving their learning outcomes. Effective feedback, based on the standards stated in each CEU course material, from student-to-student and from instructor-to-student, is essential for assisting the students in achieving their learning outcomes.



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ENROLLMENT: Reply to Course Announcement Email or
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 11		
G. Instructor(s)	Nyda Bittmann-Neville		
H. CEU Credits	.4 (4 classes)		
I. Course Start/End Date	Start Date: Tuesday, 8-3-10	End Date: Tuesday, 8-24-10	
J. Class Size Requirements	▪ Minimum: 8 Students ▪ Maximum 14 Students (If a minimum of 8 students have not registered by 5:30 pm ET, Thursday, 7-19-10 the course will be cancelled.)		
K. COURSE FEE & MATERIALS			
1. Course Registration Fee Total	<input type="checkbox"/> Registration Fee & Courseware: USD \$175 per student:		
2. Required Courseware Cost includes the SDI Assessment Tool that will be used in this course.	Includes US shipping of SDI Courseware to be sent electronically--pdf attachment		
5. Check Here if Paying by Check: <input type="checkbox"/>	Make your check PAYABLE to: SuperSlow Zone, LLC		
<i>Please Note That This Process Takes Longer Thus Delaying Enrollment Confirmation</i>	Please mail your check to: SuperSlow Zone, LLC, Attn: Continuing Education 501 N Orlando Ave., Suite 313-278, 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 – Required <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:		
	_____ Your Signature Required Above		