Program Description:
To raise awareness of the various channels of communication available to Facilities and Operations and practice skills that can be used back on the job.

Program Objectives:
• Define what information needs to be shared on a timely basis
• Identify the multiple channels of communication available to a broad audience
• Discuss and practice various methods of communication (running meetings, using email effectively, website/shared drive, newsletters, electronic bulletins, etc.)

Faculty:
Barb Mulay, HR Prof-Org Dev
Diane Brown, Senior Information Officer
Jim Vibbart, Assoc Director Work Control

Date:
Wednesday, September 21, 2005

Time:
8:00 AM to 12:00 PM

Location:
Plant Academy Training Room
1111 Kipke Dr., Room 1050C
Ann Arbor, MI 48109-2001

For More Information:
Phone: 734-647-0831
Fax: 734-615-2213
Email: po.pa.reg@umich.edu

http://www.plant bf.umich.edu/director/Academy/