



## MGT308 Effective Communications

**Wednesday, January 10, 2024 | 9 AM to 4 PM**

**Location:** San Angelo ISD, 1621 University Drive, San Angelo, TX

**Room:** SAISD Training Room

**In-Person Only**

MGT308 or alternative MGT320 is a requirement for RTSBA certification. Attendees will gain an understanding of the communication process and communication patterns, active listening, clarifying feedback, successful public speaking, crafting an image, and the importance of public relations.

No Prerequisite.

This MGT308 Effective Communications course will be in-person only. A test will be given for those taking the course for TASBO certification credit. Course materials, including the final exam will be accessed online. Attendees should bring a device to the training to access the course materials.

**FEE:** \$195 Member | **\$245** Non-Member

**Hotel Information:** TASBO does not have a room block at any hotel for this course.

**CEU/CPE Hours:** 6/7

**Prerequisite:** None

**CONDITIONS:** Meeting room temperatures are difficult to maintain; always bring a sweater or jacket to ensure comfort. Casual attire is acceptable.

**About TASBO Events:** If you or (someone attending with you) need ADA assistance to participate, please call us at 512.462.1711.

**CANCELLATION POLICY: Cancellations are only accepted in writing.** Cancellations received seven (7) working days before the event are cancelled in full, those received one (1) to six (6) working days before the event are cancelled at 50 percent, and cancellations are not accepted the day of or after the event. If you do not cancel and/or do not attend, you are still responsible for payment. If TASBO cancels an event, you will be refunded in full.

**Register online at TASBO.org or return completed form by:**

**Mail:** 5920 W. William Cannon, Building 1, Suite 200, Austin, TX 78749

**Fax:** 512.462.1782

**Email:** register@tasbo.org (DO NOT email Credit Card info)

*Please PRINT clearly.*

Name: \_\_\_\_\_ Title: \_\_\_\_\_

District/Employer \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Payment Method:**       PO \_\_\_\_\_       Check  Enclosed       Credit Card