

MAY 24
ONE-DAY CLASS

Professional Representation Skills

9am - 4pm
Lunch provided

220 Johnson Street
Wisconsin Rapids, WI 54495

\$25



Ideal for recently elected Wisconsin Rapids union leaders

Many in the labor movement are aware of the need to organize new members and build strength among current members, particularly in today's climate. Yet it is also important to have the professional skills to effectively represent members in dealing with management, government officials and attorneys.

In this one-day class we will cover:

+ COMMUNICATIONS

+ PROFESSIONALISM

+ PERSONNEL MGMT

+ BASIC WORD & EXCEL

More Reasons Why This Class is For You

Learn how to efficiently communicate using email, how to draft professional letters, how to manage your time by scheduling and attending business meetings, and how to swiftly transition from the field into an office setting.

Get in Touch

Wood County & Vicinity Labor Council
(715) 715-423-4202

Contact Sallie swylie4812@gmail.com to register.
Registration Deadline: May 10
Class admission \$25.00