



Keeping Your
Heart and Soul at Work



A one-day seminar for the woman who wants to
better integrate her work and her faith.

Come join us on **Saturday, October 9, 2010** from 9:00 am to 2:30 pm
at the **Moody Bible Institute** in Chicago, Illinois (*parking provided*)



Mary Whelchel
Founder & Speaker
The Christian Working Woman

Can You Hear Me Now? Communicating Effectively in a Tech-Obsessed World

None of us would deny that communicating effectively is the cornerstone of good relationships in any environment, including—even especially—where we work. While we certainly have more communication channels than ever before, and we are often overwhelmed with the amount of information coming our way, communicating well in the midst of this milieu is more challenging than ever. Today you must fight to maintain personal interaction while operating through a potentially impersonal digital world.

For those who've been in the workplace for more than a few years, these changes can be baffling, as well as undesirable. For those new to the workplace, understanding and accepting the "way we've always done it" can be frustrating. How can we not only avoid misunderstandings and miscommunications, but become faithful stewards of these communication opportunities?

In this seminar we will address these questions:

- How can we develop a winning and empathetic way of communicating in this new environment?
- What do you need to understand about generational and cultural differences in communicating?
- How can you create community through these new media? How are relationships affected by technology?
- What are the most common email pitfalls to avoid?
- What are effective ways to communicate the love of Christ to our co-workers in this environment?

SEMINAR SCHEDULE

- 8:30 – 9:00 Registration
- 9:00 – 9:30 Introduction and Message—Mary Whelchel: *Communicating Effectively the "Jesus Way"*
- 9:30 – 10:45 Presentation—Diana Fernandez: *The Importance of Communicating Well at Work I*
- 10:45 – 11:00 Break
- 11:00 – 11:45 Presentation—Diana Fernandez: *The Importance of Communicating Well at Work II*
- 12:00 – 1:00 Lunch, with group discussions
- 1:00 – 2:00 Panel discussion
- 2:00 – 2:30 Closing Challenge by Mary Whelchel: *What Is the Take-Away?*

SEMINAR: The Importance of Communicating Well at Work

In today's workplace we are relying more on electronic communication over face to face conversations. Can we agree that during an average workday, we are sending and receiving more messages than ever before? Communicating well at work is essential for a productive working environment. Diversification, globalization, and technology have changed the methods and modes of building relationships, motivating and driving performance. How do we ensure that our authentic voice is being heard? How much attention do we give the receiver in our messages? How do we navigate career advancement in an environment where it is becoming much more difficult to differentiate ourselves? Together, we will take a look at the new dynamics of communication.



Diana Fernandez

SEMINAR INSTRUCTOR: Diana Fernandez

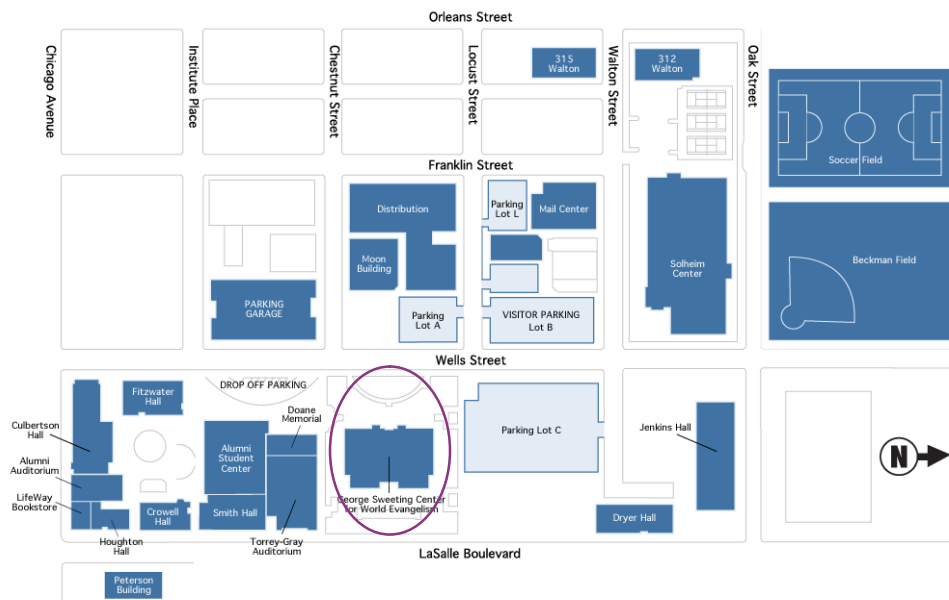
Diana Fernandez is a Business Development Consultant focusing on strategic planning, marketing and sales. Her career grew from over 20 years in the communications industry where she has held both local and national broadcasting sales management positions in television. Her consulting firm advises a range of companies on business development and communications to help them improve performance while leveraging multiple media. Diana believes that "excellence is a front-end decision."

SEMINAR LOCATION

Moody Bible Institute's George Sweeting Center is located at 860 Wells St, Chicago, IL 60610. The entrance is found on Wells St. *Parking is available on-campus.*

FAST FACTS:
October 9, 2010

Moody Bible Institute
George Sweeting
Center *circled*
(Room 219)
860 N Wells St.
Chicago, IL
\$39 Registration



From the north and east: Take I-90/94 E (KENNEDY EXPY E - toward Chicago.) Exit at Ohio Street (Exit 50B.) Turn LEFT onto Orleans St. Turn RIGHT onto Chicago Ave. Turn LEFT onto Wells St.

From the South: Take I-90 W (CHICAGO SKYWAY - toward Chicago.) Merge on to I-90/94 W (KENNEDY EXPY W – toward Wisconsin.) Exit at Ohio Street (Exit 50B.) Turn LEFT onto Orleans St. Turn RIGHT onto Chicago Ave. Turn LEFT onto Wells St.

Public Transportation: Take the Brown Line train. Exit train at Chicago stop. Exit down the stairs and walk 1 block east to the corner of Chicago Ave. and Wells St. Turn left on Wells St. and go north 1½ blocks to George Sweeting Center (on your right.)

Additional instructions: http://www.moody.edu/edu_MainPage.aspx?id=5018.

Here's what last year's attendees said:



The seminar far exceeded my expectations.

Great handouts; resources are awesome!

I was moved just to meet other Christian women and share in their experiences and their career goals.

I liked the location. It was well worth the drive.

This helped me to see my work environment from a higher perspective.

Truly packed with information and what you bring to the table as a Christian woman.



REGISTER TODAY!

\$39 will cover your registration, coffee break, lunch, take-home tools, and parking!

BY MAIL: Mail the form below with your check (payable to *The Christian Working Woman*), money order or credit card payment information to: The Christian Working Woman, PO Box 1210, Wheaton, IL 60187.

BY FAX: 630.462.1613

BY PHONE: 800.292.1218

BY INTERNET: www.christianworkingwoman.org

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