

UT Martin Communication Certification

Effective communication skills are vital to the success and growth of every employee of the University of Tennessee at Martin. The ability to communicate clearly and effectively with faculty, colleagues, and other university customers is required for today's diverse working environment. To complete the certificate, a participant must take 32 hours of training classes within the curriculum, including one **required prerequisite course, Introduction to Communication.**

Sign up: Signing up for "Introduction to Communication" automatically enrolls you in the certification. Courses are free.

Time Limit: You may take courses to build your certification for as long as you like. A total of 22 hours will be offered June, 2007 – December, 2007. The remaining ten hours will be available in Spring, 2008. There are e-substitute courses available that meet the curriculum requirement and by taking the e-substitute classes all 32 hours could be complete by December 31, 2007.

HR 128: Classes under the Communications Certification are applied toward your annual 32 hours of HR 128 credit.

Schedule: Class size is limited to 30 people. All courses will be offered twice to allow more employees to participate in the program.

Course Title	Date	Time	HR 128 Hrs
Introduction to Communication	June 13	9:00 – 11:00	2
Listening Skills	June 13	1:00 – 4:00	3
Introduction to Communication	June 14	9:00 – 11:00	2
Listening Skills	June 14	1:00 – 4:00	3
Using Myers-Briggs for Effective Communication	August 15	8:30 – 11:30	3
Creating a Respectful Workplace	August 15	1:00 – 4:00	3
Using Myers-Briggs for Effective Communication	August 16	8:30 – 11:30	3
Creating a Respectful Workplace	August 16	1:00 – 4:00	3
Teambuilding	Fall 2007		3
Giving and Receiving Feedback	Fall 2007		3
Preventing Sexual Harassment	Fall 2007		3
Communicating with People with Hearing and Speech Disabilities	Fall 2007		2

Courses that have e-substitutes.

Course	E-Substitute
Commas! Commas! Commas! (1.5 hrs)	Business Writing Essentials
Communication Skills for Supervisors (3 hrs)	Interpersonal Communication Skills for Business
Writing Effectively (12 hrs)	Business Writing Essentials
Effective Presentation Skills (3 hrs)	Delivering Successful Presentations
Delegation Skills (3 hrs)	Delegation Skills

E-Substitutes Course Information - for a complete list of courses available go to:
<http://www.utm.edu/departments/ecce/training/index.php> Click: Computer Based Training.

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