

# COMMUNICATION AND LEADERSHIP

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Available classes between October 1, 2010 and February 28, 2011

*All classes are free of charge and open to the MIT community (registration required) unless otherwise indicated.*

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## Communicating with Others

### Assertive Communication

October 6, 9:00-12:00, E19-306

### Communicating Upward

October 5, 9:00-12:00, E19-603

### Dealing With Conflict

November 16, 9:00-12:00, E19-306

### MicroAffirmations: Positive Communication

December 2, 9:00-12:00, E19-603

### Preparing and Giving Great Presentations

November 5 and 12, 9:00-4:00, E19-306

*(attend both days)*

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## Managing People

### Inclusive Leadership: Sustaining Teams

October 20, 9:00-12:00, E51-345

### Managing With Situational Leadership© II

October 7, 9:00-4:00, E19-603

### Performance Development: Manager's Role

November 18, 9:00-12:00, E19-603

### Managing Change and Transition

November 3, 9:00-12:00, E19-306

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## Leading People

### Everyday Leadership

December 1, 9:00-4:00, E19-306

To register or cancel a registration, go to: <http://web.mit.edu/training/register.html>

Disclaimer: Some details may have changed after this flyer was published, including new class sessions being added.

Please refer to your email reminders or the training catalogue for the most up-to-date information.

If your plans have changed and you cannot attend a class in which you are enrolled, please cancel your registration.

Many of our classes have wait lists, and you may be holding a spot someone else could use.

If you have questions about training classes or registration, please send email to [training@mit.edu](mailto:training@mit.edu)

