



Session A

An icon depicting two stylized human figures in white, facing each other. Between them are three interlocking gears of different sizes and a clock face, symbolizing communication, time, and project management.

Communication, Time *and* Project Management

February 27, 2019  Hotel Marshfield

What you'll learn

- Planning your time and evaluating your success
- Prioritizing your obligations
- Providing constructive input and clear answers on projects
- Tracking projects to assure nothing falls through the cracks
- Giving clear directions that are understood the first time and listening well for good feedback
- Sorting out urgent from important
- Breaking down barriers
- Understanding and communicating your department's role in the bigger picture
- Preparing for effective/efficient meetings
- Creating a positive working environment
- Knowing what information to share with whom and when

The day's schedule

- Registration and continental breakfast at 8:30 a.m.
- Training begins at 9 a.m. and concludes by 4 p.m.
- Lunch and afternoon refreshments are provided

About the instructor

Darla Leick is an experienced educator and business professional. She earned a Bachelor of Science and Master's Degree in the field of Communication from University of Wisconsin-Stevens Point. While teaching, she was awarded the UWSP Albert J. Croft Memorial Scholarship for teaching excellence (2006-07), and earned a meritorious ranking for exceptional teaching in February 2010 from University of Wisconsin-Marshfield/Wood County.



After discovering an unfulfilled need in business and industry, Leick started CommMotion and designed communication programs based on her teaching experience and business communication research. Her sessions are presented using activities to reinforce concepts, to immediately apply the material, and to assist in recall.

In addition to teaching, Darla is an independent associate for HelmsBriscoe where her primary role is to assist meeting planners with site selection and contract negotiation for their meetings and events.

She is an active member of the Marshfield Sunrise Rotary and, since her induction in 2002, has served as a board member and Club President.

Location and hotel accommodations

Hotel Marshfield
2700 S. Central Avenue
Marshfield, WI 54449
Phone: 1-855-583-2700

A room block has been reserved for the seminar. To reserve a room with the special rate of \$82/single. Please reference the MEUW Training Program and reserve no later than February 13 to receive the discount rate.

Register online at meuw.org
Deadline: February 22

\$275 for MEUW members



Municipal Electric Utilities of Wisconsin