



Session A

# Communication, Time and Project Management

February 17, 2021  Glacier Canyon Lodge, Wisconsin Dells

## 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

*This event will be conducted to conform with COVID-19-related guidelines for personal-hygiene and social-distancing, including a limit on the number of registrants.*

## 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

**Glacier Canyon Lodge Conference Center**  
45 Hillman Road  
Wisconsin Dells  
Phone: (608) 254-1020

A room block has been reserved for the seminar. Please reference the MEUW Training Program and reserve no later than February 1 to receive the special rate.

Register online at [meuw.org](http://meuw.org)

*Deadline: February 12*  
**\$295 for MEUW members**

*Cancellations are subject to MEUW Policy.*



Municipal Electric Utilities of Wisconsin