

How to Organize a CSE Workshop

- Choose a workshop: several options are listed on the back of this flier.
- Contact people who might be interested in Communication Skills Enrichment (CSE), such as LLL Leaders, Leader Applicants, LLL members and spouses. Ask them for location ideas, and preferred days.
- For the CSE Foundation workshop, decide whether to offer one 8-hour session, two 4 1/2 hour sessions, or three 3-hour sessions.
- Share your chosen dates with the Communication Skills Instructor (CSI) to schedule the session(s).
- Find someone to be hostess for the session(s) and give her the hostess information. Even if you meet in a public place, it's often nice to have a "hostess" to deal with location-related details.
- Delegate! Other people can find a mothers' helper, organize food, collect money, etc. Let them help.
- When the date, times, and location are confirmed, work with the CSI to send an announcement to all the participants with the dates, times, directions and instructions for making payment. In addition, the CSI will send an email to all Leaders and Applicants in the Area.
- The costs are listed in the CSE flyer. It is helpful if the session coordinator collects the fees and passes them on to the CSI at the first session.
- Remind participants of the importance of having the session(s) start on time. Times listed for each session do not include setting-up time. Setting an arrival time 15 – 20 minutes prior to the actual start will give everyone time settle in before beginning.
- Babies are expected at CSE sessions. The sessions require each participant to concentrate and actively participate. Because of this, parents may be able to concentrate more fully if older children are at home or with a mother's helper in another room.
- For a one-day workshop, decide about meal arrangements: potluck, bag lunch, order-in etc. Be prepared to feed the CSI. If the CSI lives more than a two hour drive away, she may need meals and overnight lodging, too.
- Give yourself a pat on the back! Setting up the session, getting the information to participants, is a very important part of making the CSE sessions successful. Your efforts are greatly needed and appreciated.

CSE Workshops

CSE Foundation Workshop

This covers the basics of the CSE program.

Learn about attending behavior, body language, identifying feeling and reasons for feelings. Learn to make summary statements, ask and answer questions and impart information. Learn to compose "I" messages, set limits and do problem solving. (one full day or two half days)

*Free to Leaders and Leader Applicants,
\$25 LLL members and their spouses,
\$50 all others*

Communicating with our Children

(Two three-hour sessions for parents of children age 4 and older.)

Part 1, parents learn to listen to and understand children's feelings, examine ways to encourage their independence and self-esteem.

Part 2 focuses on encouraging children's cooperation. Learn to give praise and move children to action. Practice expressing your own feelings and setting limits.

*\$30 Leaders, Applicants and spouses
\$60 all others*

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CSE Workshops (cont.)

Meeting Facilitation

Learn the essentials of group process: how to choose a seating plan, craft an agenda, open a meeting, promote discussion, and respond to the mood of the group. (1 1/4 hours)

Free to Leaders and Leader Applicants

Interactive Group Leading

(Leaders and Leader Applicants only)
Evaluate your own group leading skills; generate open, non-threatening discussion; deal with difficult people through role playing; get and keep control of the Group meeting. (3 hours)

Free to Leaders and Leader Applicants

Assertion POWERS (prerequisite: CSE Foundation)

Understanding assertion, communicating expectations and needs, handling defensiveness. (4 hours)

Free to Leaders and Leader Applicants

\$15 LLL members and their spouses

\$30 all others

Conflict Resolution (prerequisite: CSE Foundation)

Understand anger, deal with differences, I-messages, setting limits, mutual problem solving. (3 or 4 hours)

Free to Leaders and Leader Applicants

\$15 LLL members and their spouses

\$30 all others

Information for CSE Session Hostess

We would like a room in which six to twelve of us can sit in a circle and be able to see one another without obstruction.

During the sessions we will break up into two or three smaller groups, so having space where the groups won't interfere with each other is helpful. This might be another room, or different corners of a large room.

We'll need a fairly quiet, well-ventilated room that is not used as a thoroughfare by non-participants.

Beverages should be available, and perhaps some simple snacks. Consider asking the participants to provide these.

As with any LLL Meeting, nursing babies and toddlers may be expected with their mothers. If older children will be present, they may be more comfortable (and less bored) in a separate room with a mothers' helper.

Thank you for your efforts. Please contact the session coordinator or myself if we can help you in any way.

The Communication Skills Department strives to enhance and expand the interpersonal skills of Leaders and Leader Applicants in ME and NH by offering Communication Skills Enrichment workshops presented by trained Instructors.

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