

Technical Training for Clerks

Virtual Session #104/105: Influencing Others/Communication Skills
October 14/21/28, 2020

Name:

Agency:

Title:

Mailing Address:

City/Zip Code:

Work Phone:

Email:

Cell Phone:

Home Phone:

Send complete* registration form to Maureen Kane at:

TTCwithKane@aol.com

*All information is required including cell/home phone numbers. Information will not be released to IIMC, CCAC, UCR or other agencies.

A PayPal **invoice for \$225** will be emailed when completed registration form is received. **Payment of invoice indicates acceptance of TTC policies.** Registration is completed when payment and registration form are received. **Confirmation and Zoom information will be sent upon registration finalization.**

Registration Deadline: October 8 or when class capacity is reached.

Additional sessions may be scheduled if registration interest necessitates. No refunds will be issued. **Attendance at all 3 class dates and group work are required to receive credit.**
No partial credit or make-up hours.

My goal is to complete Series 100 Yes _____ No _____

I completed #101 in August Yes _____ No _____

I am currently registered in #107 Yes _____ No _____

Series 100 is a 30 hour curriculum with 7 classes. Courses may be taken in any order. TTC #104/105 is a 9 hour session. Completion verification of the 9 hours is issued when all requirements are met.

For Information contact: Maureen Kane at Maureen Kane & Associates, Inc.
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Riverside CA 92517