



**Grant and Contract Research Administration Training/Education (G-CReATE)**

## **The Office of Grants and Contracts Administration (OGCA)**

*Presents:*

### ***Communication and OGCA Efficiency***

*Wednesday, May 31, 2017*

*1:00 pm – 2:00 pm*

***340 Rasmuson Library Media Classroom***

#### **Overview:**

Workplace communication is the process of exchanging information, both verbally and non-verbally within an organization. Workplace communication is important because it increases productivity and efficiency. This session will focus on workplace communication strategies to alleviate difficulties by keeping the lines of communication open for an effective workplace environment.

#### **Learning Objectives:**

- To understand the process of communication with OGCA
- To understand the types and levels of communication
- To learn best practices and strategies to avoid miscommunication

#### **Audience:**

Faculty, staff and students

#### **Additional Note:**

This and other OGCA G-CReATE sessions can each be counted as 1.0 credit hour for the renewal of a CRA, CPRA, or CFRA certification.

For more information, please contact [UAF-GCReATE@alaska.edu](mailto:UAF-GCReATE@alaska.edu)