



Professional Development

Communication Basics Using Online Technology

This course is designed to provide early educators with the basic tools of communication, using online technology. Electronic communication and organizational applications such as email, social media, internet research, and basic computation skills will be discussed and contextualized to the early learning environment. Sample templates and resources will be distributed throughout the session to allow participants to continue practicing and strengthening their electronic communication skills upon completion of the course.

Trainer: **Rachelle Duffy/PNC Volunteers**

CKC: K5.1 C1

Keystone Stars Alignment: N/A

CDA: Maintaining Professionalism

All courses offer PQAS and Act 48 hours.

Materials needed for training: Portable Electronic Device (PED) such as laptop, iPad, tablet, smart phone, etc.

Tuesday, November 26, 6–8 p.m.

The Homewood Early Learning Hub

7219 Kelly Street

Pittsburgh, PA 15208

Contact

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Register at tryingtogether.org/professional-development/courses.