

# MANAGEMENT DEVELOPMENT CERTIFICATION PROGRAM

Sponsored by the New York State Conservation Districts Employees Association

## Competency 1: Communication and Interpersonal Skills

Description: This competency area focuses on the development of an individual's communication skills for managing situations with office staff, volunteer boards, public cooperators, municipalities and government agencies. Courses meeting this competency requirement must focus on one or more of the following communication skill areas: communicating and interacting more effectively in the workplace; developing listening skills; identifying ways to manage conflicts; preparing and delivering effective presentations; communicating effectively through writing.

Course Title	Course Description	Course Date	# of Course Hours	Instructor or Organization	MDCP Committee Approval

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ County: \_\_\_\_\_

**Please note that 6.0 hours of coursework are required for each competency. When all required coursework for a competency is completed, please send an electronic copy of this form to: *At-Large Member of CDEA Executive Board.***