

# Meeting Agenda – Communication Skills

**Date:** June 25, 2025

**Time:** 6:00 PM

**Topic:** Verbal and Non-Verbal Communication

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## 1. Previous Meeting Discussion

- Review of last meeting
- Discussion on **Skill Selection**

## 2. Today's Topics

### • Verbal Communication

- Definition and importance
- Tone, clarity, and choice of words
- Examples in professional settings

### • Non-Verbal Communication

- Body language, facial expressions, gestures
- Eye contact and posture
- Cultural variations

## 3. Open Discussion

- Questions and answers
- Sharing of examples

## 4. Summary and Closing

- Key points from today
- Plan for next session