**“MANY COMMUNICATE- FEW CONNECT”**

“Don’t miss this unique opportunity for professional development. Whether you are a student, a young professional, or well along in your career, you will benefit immensely from these two workshops.”

Rules of Engagement - If you have ever been stymied by the prospect of attending a networking event or a reception, you’re not alone. Walking into a room filled with dozens of people who you have never before met can be overwhelming for new entrants to the workforce and established professionals alike. This program will give you ten “rules” that will help you make the most of any Washington D.C. business-social event, including how to prepare for and navigate the events, and most importantly, how to follow up and build relationships with your new important contacts.

Communicating with Style - Some studies suggest that fully 85% of your success is directly linked to your ability to effectively communicate. Yet, few professionals receive any formal training in basic communication skills. This highly interactive 90-minute program is an introduction to communication styles. Because your communication style is based, in part, on your behavioral style preference, we’ll use the DISC assessment tool to help you identify your individual behavioral style preference. Then, we’ll turn our attention to the people with whom you work and give you some clues to help you identify their behavioral style preferences, too. Highlighting points of commonality and potential conflict, we’ll focus on adjustments that you can make to enhance your communications with others.

Mary R. Crane. Esq.

A graduate of George Washington University's National Law Center, Mary Crane practiced law and lobbied in Washington D.C. for nearly ten years. Working first for the American Petroleum Institute and then with the American Heart Association, Crane specialized in non-profit tax issues. In the early 1990s she decided to pursue her life-long fascinations in food and wine. With these interests in mind, she spent two years exploring the world of gastronomy at the prestigious Culinary Institute of America, from which she graduated with honors. Crane further gained certification as a sommelier from the Court of Master Sommeliers London, England. Immediately thereafter, she began work as an assistant chef at the White House. Crane left the professional kitchen and approached law firms with her innovative program, "The Rules of Engagement." That seminar provided participants with the rules they needed to successfully work receptions and navigate the more formal dining setting.

Since then, Crane has expanded the training programs she offers to include many of the other practical business skills all professionals need to succeed. Her programs cover a broad range of skill sets including: getting the most out of networking events and receptions, managing business lunches and dinners, communicating effectively via paper or e-mail, interacting effectively with other behavioral styles at work, bridging the generation and gender gaps, and working ethically. Crane’s clients include many Fortune 500 companies and more than 50% of the AmLaw100.  She is a frequent speaker at national conferences, and has appeared on 60 Minutes, Fox Business News, and ABC Radio. She makes monthly guest appearances on Let’s Talk Live, a Washington, D.C. televised ABC-affiliate program. Crane has also been quoted extensively in a variety of print and electronic media, including The New York Times, The Wall Street Journal, Forbes.com, Fortune.com, and CNN.com

This highly-anticipated seminar will take place on Sunday, January 29, 2017 at the Holiday Inn Capitol located on 550 C Street SW Washington DC in the House Room to be held at 3:00 to 6:15pm.

Please join us with this world renown speaker who will be offering her expertise at a nominal fee of $15 for each 90-minute session or $20 for both.

Sponsored by the Potomac Chapter/National Federation of the Blind of Virginia

Facilitated by Mary Crane, Esq.,?creator of the *100 Things You Need To Know* book series, which provides people entering the workforce with crucial information in easy-to-absorb, almost tweetable chunks. The series currently includes *Starting Work* and *Networking.*

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