

Workshop Name & Dates Time

Workshop Description

<p>CUSTOMER SERVICE FOR RISING STARS Wednesday 10-22-08 Wednesday 12-03-08</p>	<p>8:00-12:00 PM \$50.00</p>	<p>This workshop will benefit individuals, teams and entire departments that interact with customers in any phase of the business process. The training is invaluable for teams and individuals who work directly with internal and external customers. Workshop Trainer: Sue McCullough</p>
<p>EARLY MANAGEMENT SKILLS Tuesday 11-25-08 and Tuesday 12-02-08 6 Hours - Each session is 3 hours.</p>	<p>9:00-12:00 PM \$80.00</p>	<p>This workshop has been designed to provide an overview of intermediate supervisory skills for supervisors with any level of experience. This fast-paced program will help increase your supervisors' skills in communication, organization and employee motivation. Workshop Trainer: Lem Bonilla</p>
<p>EFFECTIVE TIME MANAGEMENT Friday 09-26-08 Friday 11-21-08</p>	<p>9:00-12:00 PM \$45.00</p>	<p>This workshop will help you with: Goal Setting, Tools, Scheduling, Planning, Prioritizing, Productivity, Techniques, Getting control of your life and work. Workshop Trainer: Denise Salcido</p>
<p>EMOTIONALLY INTELLIGENT LEADERSHIP Wednesday 09-17-08 Wednesday 10-29-08</p>	<p>8:30-11:30 AM \$45.00</p>	<p>Develop your leadership qualities to achieve success in life and work. Topics: 7 Top Leadership Qualities, Identify your Leadership Profile, Leaders at Work. Workshop Trainer: Sue McCullough</p>
<p>MISSION CRITICAL PC PROTECTION Friday 09-12-08 Friday 10-10-08 Friday 11-14-08 Friday 12-05-08</p>	<p>9:00-12:00 PM \$50.00</p>	<p>Learn the various PC Security threats and ways to protect your Windows based PC: Methods to prevent viruses, fight spyware, adware and malware. Use your firewall to protect your computer. Workshop Trainer: Jason Linnen</p>
<p>SEXUAL HARASSMENT PREVENTION Friday 10-17-08 Friday 12-05-08</p>	<p>9:00-12:00 PM \$80.00</p>	<p>Employment Law for 2005—Mandatory Training for Supervisors of Companies with 50 or more Employees. This training meets California AB1825 New Legal Requirements. Workshop Trainer: Denise Salcido</p>
<p>SUPERVISORY SKILLS FOR SUCCESS Thursday 10-23-08 Thursday 12-18-08</p>	<p>8:30-12:00 PM \$45.00</p>	<p>This workshop has been designed to provide an overview of basic supervisory skills for supervisors with any level of experience. This fast-paced program will help increase your supervisors' skills in communication, organization and employee motivation. Workshop Trainer: Lem Bonilla</p>
<p>WRITING FOR SUCCESS Wednesday 10-08-08 & 10-15-08 8 Hours - Each session is 4 hours.</p>	<p>8:00-12:00 PM \$90.00</p>	<p>Includes Basic Business letters, Write better Emails, 5-Step Writing Process: Scribbles /Sloppy Copy; Rough Draft; Revising; Editing; Final, Basic Composition Skills, Get your Ideas Across, Learn to Write Right. Workshop Trainer: Sue McCullough</p>

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