

OCT



Employee Training and Development Group

HR Highlight: Although we are not offering the Supervisory Skills class, if you are interested, then you may go to <http://virtual.job.edu/groups/humanres/open.htm> and click on October 18th to view a class description. Registration is open to the university and you may register from this site. Let me know if I can help.



Improving Workplace Relations: On October 11th from 9:00 to 11:00 am, Lynne Davis, who you may remember from the Time Management seminar, will teach a seminar about the methods of approaching and dealing with situations that cause bad attitudes on the job. This program teaches the basic concepts of dealing with different attitudes in the workplace. This class will be located in the 3rd floor classroom. If you would like to sign up for this class, then please contact Sherri Stevens at sherri@home.com.

Introduction to PowerPoint: On October 18th from 1:30 to 4:30 pm, David Morris, from DCIT, will teach an introductory PowerPoint class. The class will include how to put text and images on slides, how to set and change backgrounds for presentations, and how to run a slide show. This class will be held in Brackett hall. If you would like to sign up for this class, then please contact me at morris@home.com.



Self Esteem and Peak Performance: A class focusing on maintaining self esteem while, at the same time, exploring methods that will allow employees to be more productive on the job will be taught by Larry Thomas. The class will be on October 25th from 1:00 to 2:00 pm in the 3rd floor classroom. If you would like to sign up for this class, then please contact Sherri Stevens at sherri@home.com.

For questions, comments, or suggestions, please contact Susanna Miller
(smiller@home.com)