

Training Courses for February & March

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
FEBRUARY	8	9 2003 PowerPoint Foundation Level 9:00-2:00	10 2003 PowerPoint Intermediate Level Day 1 9:00-3:00	11 2003 PowerPoint Intermediate Level Day 2 9:00-3:00	12
	15 PRESIDENTS DAY	16 ELIZABETH PERATROVICH	17 Microsoft Excel Foundation Level Day One 9:00-3:00	18 Microsoft Excel Foundation Level Day 2 9:00-3:00	19 Stress Management 9:00-1:30
	22 Sales Training Building Relation- ships For Success in Sales 9:00-3:00	23 Sales Training Overcoming Objections to Nail the Sale 9:00-3:00	24 Sales Training Prospecting for Leads Like a Pro 9:00-3:00	25 Sales Training Selling Smarter 9:00-3:00	26 Building a Portfolio 1:30-3:00
1 LIFE SKILLS	2 LIFE SKILLS	3 LIFE SKILLS	4 LIFE SKILLS	5 LIFE SKILLS	
8 Facilitation Skills Day 1 9:00-3:00	9 Facilitation Skills Day 2 9:00-3:00	10	11 Meeting Management 9:00-12:00	12 Delegation The Art of Delegating 9:00-3:00	
15 2003 Microsoft Word Intermediate Level 9:00-3:00	16 2003 Microsoft Word Intermediate Level 9:00-3:00	17 2003 Microsoft Word Advanced Level 9:00-3:00	18 2003 Microsoft Word Advanced Level 9:00-3:00	19	
22 Sales Training Building Relationships For Success in Sales 9:00-3:00	23 Sales Training Overcoming Objections to Nail the Sale 9:00-3:00	24 Sales Training Prospecting for Leads Like a Pro 9:00-3:00	25 Sales Training Selling Smarter 9:00-3:00	26	
29 Marketing and Sales 9:00-3:00	30 Coaching A Leadership Skill 9:00-3:00	31			

*******Pre-Registration is Required*******

**Only registrants that pre-register will receive
Learning Materials**

228-5150