

BUSINESS

Time: 8:30 a.m. – 4:00 p.m.

Participants must complete 6 contact hours to earn .6 CEUS

DATE	TOPICS	DESCRIPTION	CONTACT HOURS	REGISTRATION FEE
Wednesday, February 2, 2022 Wednesday, March 2, 2022 Friday, April 8, 2022 Tuesday, May 3, 2022 Thursday, June 2, 2022	Dealing With Conflict in the Workplace	This workshop will help participants deal with conflicts they may encounter in a business setting. The participant will get help on designing strategies and programs for educating subordinates to deal with their own interpersonal conflicts.	6	\$75.00
Tuesday, February 10, 2022 Tuesday, March 8, 2022 Thursday, April 14, 2022 Wednesday, May 11, 2022 Wednesday, June 8, 2022	Stress Management	This workshop will discuss the nature of stress, how stress influences health and business. The participants will leave knowing how to manage stress effectively.	6	\$75.00
Thursday, February 15, 2022 Friday, March 11, 2022 Monday, April 20, 2022 Monday, May 16, 2022 Tuesday, June 14, 2022	Quality Customer Service	This workshop will highlight seven keys to delivering quality customers service. Participants will leave knowing techniques for handing unhappy customers.	6	\$75.00
Friday, February 18, 2022 Thursday, March 16, 2022 Tuesday, April 26, 2022 Tuesday, May 24, 2022 Monday, June 20, 2022	Marking your Business	This workshop will show you how to develop a marketing plan and promote your business. Participants will leave knowing how promote their business thought social media and online.	6	\$75.00
Monday, February 21, 2022 Tuesday, March 29, 2022 Friday, April 28, 2022 Friday, May 27, 2022 Wednesday, June 29, 2022	Sexual Harassment	This workshop will show how to prevent sexually hostile work environment. The participants will leave knowing the minimum requirements of the law, and your organization's policy and procedure prohibiting harassment on the basis of sex, race, age and religion.	6	\$75.00

For more information, call: (601) 979-8887 or (601) 979-8894