

Continuing Education Classes from Lifelong Learning Center- Classes Available that Chamber Member's Receive Discounts

REGISTRATION: Call 549-8765 to register and tell the registration staff the promo Code of CHAMBER to get their discount.

Running Effective Meetings

From the Boardroom to the PTA, class participants will learn the basic fundamentals in preparing for and facilitating effective meetings. If you are interested in preparing and chairing meetings that will leave your committee or management team feeling like their time has been well spent you will not want to miss out on this class. 3.5 hrs

F09-125 Dickinson
Friday, Oct 2 8:30 am-noon
Lauretta Drean \$24- **\$10 Chamber member discount**

Effective Project Management

A new project lands on your already full plate. How do you manage it effectively without letting it dominate your time? With simple strategic, communication and organizational tools! Discover how to effectively understand the project and its environment, develop a well-organized plan and team, successfully implement the plan and evaluate the project. 7 hrs

F09-126 Dickinson
Friday, Oct 9 8-4:30 pm
Jessica Carter \$42-**\$10 Chamber member discount**

Excellence in Management

Research indicates that the greatest impact on employees' job performance and fulfillment is the quality of their working relationships and interactions with their immediate managers. One of the keys to improving a company's overall performance is to ensure first-line and mid-level managers have the skills to build an engaged high-performing workforce. Learn five critical skill sets for effective managers including, how to transition to management, communicating with purpose, goal setting, motivating for results and performance reviews. 10 hrs

F09-124 Msla Chamber of Commerce
Fridays, Oct 16-Nov 13 9-11:30 am
Clare O'Connell \$75-**\$20 Chamber member discount**

Using Windows Meeting Space

Learn how to use Windows Meeting Space, the new collaboration feature in Windows Vista. It is a simple yet powerful tool that enables you to work face-to-face with small groups of Windows Vista users. With Windows Meeting Space, you can collaborate with one person or as many as nine others over a wired network, a wireless local area network (WLAN), or an ad hoc (PC-to-PC) wireless network. Prerequisite: Windows Skills. 3 hrs

F09-007 Dickinson
Thursday, Nov 12 1-4 pm
Kay Nelson \$21-**\$10 Chamber member discount**