

LUNCH & LEARN SEMINARS

The Continuing Education Center features dynamic, engaging Lunch & Learn Seminars on a variety of current topics. The seminars are intended to provide information to the community in an affordable way. Regardless of the size of your business, office, group of friends, or even if you are attending by yourself, you will gather valuable information that can be implemented immediately to impact your career, health and life. Each seminar is two hours long and includes lunch for only \$39.

We're sorry but our Lunch and Learn schedule has already filled for this semester. Please check back with us for spring 2010 when we will feature lunch and a guest speaker for the following topics. Dates will be assigned soon.

The Four Things Every Manager Should Tell Their Employees

Communication with your employees is the key to achieving successful results. This session will help you focus on the critical messages that need to communicate in order to get the best out of your people. We will explore why the four things you should communicate are important to your employees; define the four important things and their impact on employee performance, assess which of the four is most important to the individual employee at any given time, and conduct a check-in with each employee to focus on individual needs. You will walk away from this session with a personal plan for communicating to employees what they want to know.

Making Your Retirement Funds Count

Learn some great ways to stretch and invest your funds, when to draw down social security and how to manage Medicare benefits.

Managing Across Cultures

Managing across cultures can be challenging. There may be instances when conflicts arise and it is the manager who must identify the underlying issues and work to resolve them. The most effective leaders are those who excel at reconciling cultural differences. This workshop introduces participants to the different dimensions of culture and then gives specific insight as to how reconcile cultural differences within the workplace.

Eating for the Health of It

Get some great tips and ideas for eating healthier, while enjoying a healthy luncheon. Instructed by an experienced culinary expert.

Travel & Learn

Join us as we explore the upcoming summer 2010 trip to the Alaska Inside Passage. We'll fly to Seattle and enjoy a night in the city, visiting the Space Needle and enjoying Pike's Market, world famous for the Fish Mongers. Then we'll sail aboard a lovely cruise ship and set sail for the Pacific waters of the Inside Passage. Get the details, payment plan information and much more at this fun luncheon.

The Do's and Don'ts of Email: Think Before You Hit the "Send" Key

This session will cover:

- Cultural dimensions review
- The do's and don'ts of managing across cultures
- Keys to reconciling cultural differences

This workshop covers e-mail do's and don'ts, e-mail etiquette, and legal issues. Proper use of e-mail conveys a professional image, gets results, saves valuable time, and avoids miscommunication. Why do you need e-mail etiquette, what are the e-mail etiquette rules, and what are the limitations of e-mail? This workshop covers attachment etiquette, answering e-mail in a timely manner, the importance of confidentiality, use of proper structure and layout, use of proper spelling, grammar, and punctuation, respecting your reader's time, proofing, chain letters, and spam.

For more information or to register call (417) 447-8888 or email pattersd@otc.edu.