

2-22-1989

## 02/22/1989 - Eastern Offers Workshops

University Marketing and Communications

Follow this and additional works at: [http://thekeep.eiu.edu/press\\_releases\\_1989](http://thekeep.eiu.edu/press_releases_1989)

---

### Recommended Citation

University Marketing and Communications, "02/22/1989 - Eastern Offers Workshops" (1989). 1989. 86.  
[http://thekeep.eiu.edu/press\\_releases\\_1989/86](http://thekeep.eiu.edu/press_releases_1989/86)

This Article is brought to you for free and open access by the Press Releases at The Keep. It has been accepted for inclusion in 1989 by an authorized administrator of The Keep. For more information, please contact [tabruns@eiu.edu](mailto:tabruns@eiu.edu).



EASTERN ILLINOIS UNIVERSITY  
Charleston, Illinois

# news

ART TATE, Assistant Director, University Relations  
Office: (217) 581-5983 - Home: (217) 348-7553

89-77

February 22, 1989

FOR IMMEDIATE RELEASE:

EASTERN OFFERS WORKSHOPS

CHARLESTON, IL--Eastern Illinois University's Business Development Center will present a series of workshops beginning March 2.

The workshops, designed to cover topics ranging from innovations in computer software to ways of becoming a more effective speaker, will be conducted by Eastern faculty and staff and are open to the public.

-more-

FILE COPY

ADD 1/1/1/1

EASTERN OFFERS WORKSHOPS

Two workshops dealing with computer literacy and usage will be held March 2 and 9.

Introduction to Lotus presents an integrated software package ideally suited for spreadsheet applications. Dr. Marilyn Wilkins will present the workshop in room 212 of Blair Hall on Eastern's campus.

Introduction to Computers, will allow those with little or no experience with computers to learn the basics on personal computers. Dr. Roland Spaniol will conduct the workshop in room 200 of Blair Hall.

On March 15, Dr. Richard Pyles will present How to Negotiate WINS, a workshop for sales people, managers, group leaders and others who must win with bargaining skills, in the Paris Room of the University Union.

Marketing Planning for Small Businesses and Industries will be helpful to those who have responsibilities for sales, advertising, promotion, marketing research, distribution or product development. It will be conducted by Allen Messenger on March 28, in the Tuscola Room of the Union.

Those who must speak in front of groups, sell ideas, lead groups, negotiate or make presentations will be interested in Professionally Speaking, by Dr. Melanie McKee March 29 and 30 in Blair Hall, room 108.

Another computer workshop, Word Processing on the Personal Computer, will be presented by Dr. Spaniol March 29 and 30 in Blair Hall, room 200. Each participant will learn the WordPerfect software program by using personal computers.

ADD 2/2/2/2

EASTERN OFFERS WORKSHOPS

Also on March 30th, Dr. Carol Pyles will present a three-hour workshop (6:30-9:30 p.m.) How to Add Impact and Professionalism to Your Image in the Paris room of the Union.

All workshops will be held from 6:30 p.m. to 9:30 p.m. Three-hour, one-evening workshops are \$50, and six-hour, two-evening workshops are \$75.

For additional information or registration contact Eastern's Business Development Center at (217) 581-2913.