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09/29/1992 - October Business Workshops

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September 29, 1992

FOR IMMEDIATE RELEASE:

OCTOBER BUSINESS WORKSHOPS

CHARLESTON, IL--Eastern Illinois University's Business Development Center will offer six evening workshops in October dealing with computers and effective supervision, leadership and presentation skills.

All workshops will be held from 6:30 to 9:30 p.m. on Eastern's campus and are jointly sponsored by the Charleston Area Chamber of Commerce and Mattoon Chamber of Commerce.

The series will begin with "Introduction to Lotus 1-2-3" Oct. 6 and 8. Norman Garrett, Eastern associate professor of business education and administrative information systems, will discuss ways to organize data for thorough and rapid analysis or to solve problems using numbers or formulas.

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Scott Lensink, director of Lake Land College's management and training program, will present "Fundamentals of Supervision: Motivating and Working with People" Oct. 6 and 8. The workshop is for individuals with less than five years of supervisory experience and those being considered for management positions.

Larry Janes, Eastern professor of educational administration, will lead a discussion on improving one's image as a competent leader in the "Improve Your Personal Leadership Skills" workshop Oct. 8.

During the "Effective Presentation Skills" workshop Oct. 13 and 15, Gail Mason, Eastern associate professor of speech communication, will share ways individuals can learn to speak with confidence, lead productive group meetings and handle pressure with poise.

Terry Lundgren, Eastern associate professor of business education and administrative information systems, will present "Introduction to WordPerfect 5.1" Oct. 20 and 22. It is designed for those who have used computers but need practice with WordPerfect 5.1.

Scott Preston, Eastern instructor of management and marketing, will share tips on "Successful Selling" in a two-day workshop Oct. 28 and 29 that will help individuals develop their personal selling styles.

The fee is \$65 for three-hour, one-day workshops and \$90 for six-hour, two-day workshops, including all materials. Fees should be received no later than five days prior to each workshop.

To register, call Nancy or Allen at Eastern's Business Development Center, (217)581-2913.