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04/08/1991 - EIU Offers Business Workshops

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EASTERN ILLINOIS UNIVERSITY
Charleston, Illinois

news

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FOR IMMEDIATE RELEASE:

EIU OFFERS BUSINESS WORKSHOPS

CHARLESTON, IL--Eastern Illinois University's Business Development Center will offer two final workshops in its series of spring workshops, April 16-18.

Norman Garrett, who has extensive experience in managing, consulting, office automation and microcomputer business applications and is author of numerous books and articles, will discuss "Lotus 1-2-3," April 16 and 18.

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BUSINESS WORKSHOPS

Garrett, associate professor in Eastern's Department of Business Education and Administrative Information Systems, will demonstrate how to use formulas and functions, set formats and create worksheets using a personal computer. He will also provide in-class practice of concepts and personalized instruction on a one-to-one basis.

Anyone in a leadership position who wants to improve personal leadership skills will benefit from "Team Leadership in Turbulent Times," April 17.

Instructor Ray Calabrese, chair of the Department of Educational Administration at Eastern, has developed his personal leadership skills in supervisory and executive management positions he has held and from close work with business and industry.

He will provide an active learning experience that uses games, simulations and role playing to highlight actual leadership situations. Team building and problem solving will be covered at length.

Both workshops will be held in Eastern's Lumpkin Hall from 6:30 to 9:30 p.m. The fee, which includes all materials, is \$65 for one-day workshops and \$90 for two-day workshops.

Interested persons should contact Nancy or Allen at the Business Development Center at 581-2913.