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### 08/28/1991 - Fall Business Workshops

University Marketing and Communications

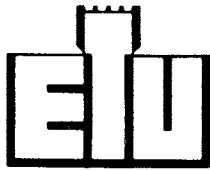
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# NEWS

SHELLY FLOCK, Director of Information  
University Relations, Charleston, IL 61920  
Office :(217) 581-5983 - Home:(217) 253-2082

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91-309

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FOR IMMEDIATE RELEASE:

FALL BUSINESS WORKSHOPS

CHARLESTON, IL--Registrations are now being accepted for fall business workshops offered through Eastern Illinois University's Business Development Center. All workshops are held from 6:30 to 9:30 p.m. in Eastern's Lumpkin Hall.

The first workshop, "Introduction to Computers," will be held Sept. 9 and 11 and is designed for those who have no knowledge of computers or those who wish to refresh their skills with the latest information.

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Each participant will have access to an IBM compatible personal computer and will be guided through hands-on assignments during the class.

"Managing Quality: New Concepts by Deming," Sept. 10 and 11, is designed for plant managers, quality control personnel, and all levels of supervisors who are interested in learning modern approaches to management of quality. The workshop will be repeated Dec. 3-4.

Individuals who supervise people now, or expect to in the near future, are encouraged to enroll in "Leadership Solutions to 'Problem' Employees," Sept. 10. Participants will learn how to define an employee problem, develop procedures for solving the problem, and use follow-up contacts to ensure success.

All workshops are taught by Eastern faculty or experienced professionals in business, industry or government. Three-hour workshops are \$65 per person and six-hour workshops, \$90 per person. A 10 percent discount will be given to organizations with two or more employees enrolled in the same workshop.

To enroll in any of these workshops or for a complete fall workshop schedule, call the Business Development Center at (217) 581-2913.