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### 10/03/1991 - Business Workshops

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#### Recommended Citation

University Marketing and Communications, "10/03/1991 - Business Workshops" (1991). *Press Releases*. 1728.

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# NEWS

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University Relations, Charleston, IL 61920  
Office :(217) 581-5983 - Home:(217) 253-2082

91-345

October 3, 1991

FOR IMMEDIATE RELEASE:

BUSINESS WORKSHOPS

CHARLESTON, IL--Eastern Illinois University's Business Development Center is offering four evening workshops intended for office support personnel, supervisors, and sales professionals.

"Introduction to Word Perfect 5.1" Oct. 8 and 10, is designed for anyone who has used a computer and wants to learn practical aspects of Word Perfect 5.1 from the beginning.

Previous experience with DOS and basic computer literacy is required.

"Management Skills for Secretaries" is a three-hour workshop Oct. 10 that offers secretaries and other office support personnel effective ways to manage a business. The seminar demonstrates how managing time, increasing productivity, teamwork, and coping with daily office challenges can increase a company's effectiveness.

-more-

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The workshop is ideal for individuals who want to learn more than the technical aspects of their profession that they have already mastered.

A third workshop, "Fundamentals of Supervision," is a six-hour seminar Oct. 15 and 17 offering basic skills for those with less than five years' supervisory experience. The program offers techniques to help managers achieve success as supervisors, planners, communicators, and problem solvers.

Another workshop, "Successful Selling," is intended for anyone who is involved in negotiations or interpersonal relations with employees, customers, and others. The three-hour workshop Oct. 23 focuses on the keys to successful selling, including the secrets of building and maintaining a positive attitude.

The four seminars will be held from 6:30 to 9:30 p.m. in Eastern's Lumpkin Hall. A 10 percent discount will be given to organizations with two or more members attending the same workshop. Three-hour workshops are \$65 per person and six-hour workshops are \$90 per person.

For more information, call Nancy or Allen at the Business Development Center, at (217) 581-2913.