

Upcoming Business Mgmt. Classes



Positive Power Selling \$59

Course #: 21309 **Date:** 4/8/09

Site: Knights of Columbus Hall, Algona

Time: 8:30-11:30am (Wed.)

This motivational workshop is for anyone who sells anything! We will teach you how to determine the prospects needs and by this create wants they did not know they had. You will learn to communicate in a way that gets the prospect to engage and share freely. In addition you will learn the art of closing the sale now rather than later. No matter if you have been in sales for a long time or are just getting into it this workshop will provide you with the tools to succeed beyond your own expectations.

About the Instructor: Cliff Said is a Nationally known Professional Speaker, Trainer, and Seminar Director. Cliff spent twenty years in the field of Sales, Sales Management and Sales Training before opening Cliff Said Seminars. He is a permanent member of the Million Dollar Sales Club and the recipient of many other Sales Awards! Cliff is listed in Who's Who in the United States, Who's Who in Education, and Who's Who in Leadership. Cliff serves as a Co-Chair on the Presidents Council for Business and Leadership.

Working With You Is Killing Me \$79

Course #: 20581 **Date:** 3/25/09

Site: Knights of Columbus Hall, Algona

Time: 8:30-11:30am (Wed.)

A difficult person can really test your limits. However, in order for you to be successful, you need to learn how to more effectively communicate with those 'problem' people. This workshop will explore the tools and techniques participants can use to have those difficult discussions effectively and to enhance his/her relationships with even the most problematic people.

Legal Issues for Managers \$189

Course #: 21310 **Date:** 5/6/09

Site: Knights of Columbus Hall, Algona

Time: 9am-4pm (Wed.)

In today's workplace, one in five supervisors or managers can expect to be named in some form of employment-related charge or litigation. Often, these employment-related claims result in employer liability as well as substantial legal expense. In this session, we'll overview the important things for managers and supervisors to know about the legality of: employee appraisals, documentation, discipline/termination, interviews, and employee privacy.

About the Instructor: Kathy Peterson is the President of PeopleWorks, Inc. Kathy is a much sought after speaker because of her energetic and enthusiastic style and her interactive keynotes and programs. She has inspired thousands of people throughout the United States. Prior to starting PeopleWorks, Kathy was a member of the global management training and development team at Gateway, a Fortune 500 computer marketer and manufacturer. Kathy has also served as an adjunct instructor in the areas of business and communication.

**To register call
800-252-5664 or go to
www.iowalakes.edu/continuinged**