

Business Basics: Effective Strategies for Successful Meetings

Three Day Workshop for New Supervisors and Managers.

A highly informative and interactive workshop where you will learn how to increase your skill set in components which contribute to successful meetings.

As a new supervisor or manager, you are in a position requiring strong employee management skills. Interviews, performance appraisals and staff meetings may be relatively new to you. Effective Strategies for Successful Meetings was designed to help develop those skills. In our intensive three day workshop, you will discover the key areas where new supervisors like yourself need to achieve greater results.

- Increase your skills in order to effectively interact and communicate with employees, peers and additional management staff.
- Develop active listening skills.
- Explore assertiveness and the rights of all individuals.
- Learn assertiveness skills applicable in your new role.
- Discover how to handle emotions in the workplace.
- Gain a comprehensive understanding of one on one and group meeting.
- Understand the different dynamics associated in each.
- Learn the skills necessary to facilitate each type.
- Explore options in developing your own meeting style.
- Learn the basics in employment law.

You will achieve all this and more, including a question and answer period with an experienced attorney! This is an opportunity to inquire about any specific employment related questions in which you have been seeking!

Invest just three days with us to improve your efficiency as a new supervisor or manager.

Workshop details:

Three days at the Fredericton Inn. Lunch and nutrition breaks provided, as well as a certificate of attendance.

Financial investment:
\$695*

Early bird special:
Pay only \$670* when you book by October 1st, 2010.

*Plus 13% H.S.T.

AS WELL, register for all 3 courses and we will deduct a further 10% off of your total!

Print off the following registration form and mail it with your check(s) to:
ADIAN Collaborative
Resolution Solutions Inc.
527 Dundonald Street,
Suite 172
Fredericton, N.B.
E3B 1X5

Seating is limited so register now!



Workshop Registration Form:

Name: _____

Organization: _____

Mailing address: _____

Phone: _____

Email: _____

(Email or phone number required to provide further workshop details or any changes.)

Do you have any food allergies we should be aware of?

I am registering for:

- The Art of Communication: \$495*, early bird \$470* by September 1, 2010
- Handling Difficult People: \$695*, early bird \$670* by October 1, 2010
- Business Basics: Effective Strategies for Successful Meetings: \$695*, early bird \$670* by November 1, 2010

*Plus applicable 13% G.S.T.

Please make all checks out to:
ADIAN Collaborative Resolution Solutions Inc.
and mail to:
527 Dundonald Street, Suite 172
Fredericton, NB
E3B 1X6

Signed: _____

Date: _____