

Center for Learning Connections presents....

Managing Your Time, Meetings and Interruptions

Wednesday, July 29, 2009 | 10:00am - 12:00pm PDT | At anywhere with internet access

Would you like to be able to organize your time, eliminate unwanted interruptions and have efficient and productive meeting?

When 50 - 75% of your day is spent on interruptions and the rest of your day is spent in meetings, how can you possibly get your work done? The answer - take this two hour e-workshop and learn how to organize your time, eliminate unwanted interruptions and have efficient and productive meetings. This workshop is filled with practical tips that you can apply immediately to your work life. Spend two hours once to gain back at least 4 hours every week. Start using your valuable time effectively and take back control of your work day.

Attend this all new webinar anywhere at your convenience.

WEBINAR

Why Webinar?

- To save travel time
- Flexible training at your convenience
- To attend a training without leaving work or home
- Tightening travel budgets
- Train in a different way while not giving up the interaction.

Some tips and information:

- Make sure the speaker on your computer works properly.
- Login to webinar at least 15 minutes before training.
- Enable JavaScript.
- Test your computer.
- An email with login information will be sent to you a day before the webinar.

TRAINER - Ellen Langan, (Speaker-Trainer-Organization Consultant)– Langan & Associates

CONTACT

Jan Palmer
jpalmer@highline.edu

WORKSHOP FEE

\$75

REGISTER ONLINE TODAY!! (*space is limited*)

To register online, go to:

<http://learningconnections.org/clc/webinars/2009/jul29/index.htm>

FREE CLOCK HOURS / CEUs

Free Clock Hours are available upon request only.

Participants can register for Highline Community College **Continuing Education Units (CEUs)** Before starting a course. The cost is \$10 per course. Participant should call Extended Learning at (206) 870-3785 to apply.