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The King County Non-Profit Staff Development Coalition Project presents....

GOAL SETTING AND ORGANIZATIONAL SKILLS

Wednesday | March 16, 2005 | 9:00am – 4:00pm

Location: The 2100 Building | Community Room B | 2100 24th Ave. South | Seattle WA 98144

This interactive workshop provides methods for integrating time management with principle-centered goals. You will learn how to manage your time and be more productive, while setting meaningful, achievable goals. Take a look at technology and how it can improve your use of time. You will gain specific and immediately usable tools that will enable you to stay on track and achieve job efficiency.

Come and learn how to have more of what you want and less of what you don't want by learning brainstorming, time saving and goal setting techniques.

Note: Participants will need to bring to the workshop the Mission Statement of their organization

Participants will:

- Learn how and what to prioritize
- Create a job description that motivates
- Learn to think preventatively
- Create principal-centered goals
- Write a personal and professional Mission statement
- Get solutions for balancing multiple tasks and deadlines
- Learn delegation techniques
- Learn how to effectively manage e-mail

Trainer – **Ellen Langan**, Speaker-Trainer-Organizational Consultant, Langan & Associates

Workshop Fee

Coalition Member Organization

- \$60.00 per participant [for 1-2 staff from the same organization]
- \$50.00 per participant [for groups of 3-5 from the same organization]
- \$45.00 per participant [for groups of 6 or more from the same organization]

Non-Member Organization

\$75.00 per participant

Lunch will be your own.

Continuing Education Units/Clock Hours

Participants can register for Highline Community College **Continuing Education Units (CEUs)** BEFORE starting a course. The cost is \$10.00 per course. Participants should call Extended Learning at 206-870-3785 to apply. For **Clock Hours**, contact Jan Palmer at jplamer@highline.edu or (206)-870-5912.

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

To register online, go to: <http://www.learningconnections.org/coalition/workshops/march05>

Contact

For more information about this workshop, contact **Anna McCain (206) 870-5908** or E-mail: amccain@highline.edu

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