



Martin Community College

Small Business Center Seminars
March – April 2010



PRE-REGISTRATION IS REQUIRED. Call 792-1521, Ext. 201 or 202. More information is available at the SBC website: www.martincc.edu/news/default.htm. Free and confidential counseling is available. Call Georgette Chilton, SBC director, for appointments. Appointments are also available on the Windsor campus.

Continuing Legal Education for Attorneys: Video Replays

The North Carolina Advocates for Justice is one of the state's leading providers of high quality continuing legal education programs. Each year, they offer 50+ live seminars, 300 video replays around the state, and online Continuing Legal Education (CLE). These seminars are designed by trial lawyers to satisfy the CLE needs of NCAJ members. The following are scheduled at Martin Community College.

- Serving Your Clients with Better Best Practices**
Tuesday, March 2, 8 AM – 11:30 PM
- Punitive Damages**
Thursday, March 25, 8 AM – 3:30 PM
- Ethics Hot Issues**
Tuesday, March 30, 8 AM – 12:30 PM
- Advanced DWI**
Wednesday, April 7, 8 AM – 3:30 PM

To register for video replays, please call North Carolina Advocates for Justice – 800-688-1413. Contact Robyn Smith or Veronica McCoy.

Get Your Board “On Board”

Instructor: Sam Gore Tuesday, March 2
6-9 PM Building 1, Rm. 14 NO CHARGE

Board meetings are not just about information, but also “transformation.” Organizations will rise or fall as a direct result of a functional or dysfunctional board. Rather than the latest research to bring about “transformational change”, this seminar focuses primarily on some practical tips and tools to bring about change. This seminar will present an understanding of a healthy board, roles and responsibilities, strategic planning, diagnosing problems rather than focusing on symptoms, evaluating board performance, and ensuring full participation of board members. Don't miss this magnificent opportunity to develop or restore your board.

Fundamentals of Grant Writing

Instructor: Sam Gore Tuesday, March 9
6-9 PM Building 1, Rm. 14 NO CHARGE

Don't let the process of writing a grant scare you away from potential funding. This basic 3hr. seminar is designed to encourage and build confidence of current and potential nonprofit leaders concerning the process of grant writing. If you are looking for a place to begin, or if you want to investigate what is involved in the grant writing process, this seminar is for you. Bring your board members, or potential board members, directors, and volunteers. The following topics will be addressed: making preparations, focusing on priorities, developing the project, researching the potential, writing the proposal, and evaluating the process.

The following two seminars are for any interested participant or as credit in the Management Supervision Fundamentals Series. They are two of the four part series. See the back for more details.

* Beyond Ordinary Networking

Instructor: Martin Brossman Tuesday, March 16
9 AM – 12 Noon Building 1, Rm. 14 NO CHARGE

This seminar will help you learn the skill of using your time and resources well for enhancing your business with Business Networking. Martin Brossman has built his business and success on business networking and will share his skills in an informative and passionate way. Learn what is unique with the people who seem to naturally attract valuable support and sustained relationships that benefit their lives and business! Get a deeper understanding of how to nurture and grow your own powerful network. Find out the answers to important questions like: “What makes networking an enriching experience? What really builds solid business and lasting connections? How can you turn referral challenges into opportunities to enhance your credibility?”

This hands-on workshop will provide you with the information and real life practical application that will enable you to grow and prosper in your career or business by being of service to your personal network. It is about adding to your bottom line as well as gaining the appreciation & respect of others. This course includes an introduction to on-line networking & branding.

Bring a contributing attitude, a notepad and pen, and your business cards (if you have them)!

*The Role of a Manager

Instructor: Bill Griffin Tuesday, April 20
9 AM – 12 Noon Building 1, Rm. 14 NO CHARGE

In today's constantly changing work environment, there is greater need for effective leadership from managers than ever before. In this fast paced session, participants will learn the difference in “manager” and “leader”. The power of effective supervisory skills will be demonstrated, and leaders will learn how to motivate their teams through contagious leadership. Leadership styles will be identified and then maximize to increase effectiveness back at work.

Intermediate Word and Excel 2007

Instructor: Mike Clendenen Word, Tuesday, March 16,
Excel, Tuesday, March 23 6-9 PM
Building 4, Rm. 48B NO CHARGE

In Intermediate Word, you will learn how to use templates, and how to insert pictures and graphics into a Word document. This course also covers working with Word art, lists, margins, and page formatting and layout. In Intermediate Excel, you will learn how to use templates, and how to insert graphics and charts within Excel 2007. This course also covers working with some of the more advanced formulas and functions within Excel. As these courses build upon skills learned in Basic Word and Excel, previous Word and Excel experience is required.

Connecting With the US Postal Services

Instructor: Kathy Blount **Thursday, March 18** **10 AM – 12:30 PM** **Building 1, Rm. 14** **NO CHARGE**

This seminar is for companies large and small to learn how the US Postal Service can assist them easily and conveniently. Learn valuable information and tools that get your company's mailings out efficiently. These topics will be addressed: bulk mail, preparation, mail piece design, online mailing services, and more.

Banking Services for Small Business

Instructor: Janet Cliser **Wednesday, March 31** **6-8:30 PM** **Building 1, Rm. 14** **NO CHARGE**

If you are a start-up or an existing business, you can learn important information as to how the bank can assist you.

Responsible Alcohol Seller/Server

Instructor: ABC Commission **Wednesday, April 14** **10-11:30 AM and 1-2:30 PM** **Rm. 24, Bertie Campus** **NO CHARGE**

The responsible Alcohol Seller/Server Program, RASP, was developed to assist permittees in training cashiers, wait staff, bartenders, supervisors, and managers on the responsible sales and service of alcoholic beverages. RASP teaches the latest techniques in detecting underage and intoxicated patrons. The program is designed for both On and Off premise businesses. A representative from Alcohol Law Enforcement will also be present to help answer questions.

SPECIAL EVENT: Administrative Professionals' Day

Reach for the Top: How to Achieve Greatness in Life, Thursday, April 22, 2010

Sustain Your Business: Go Green

Instructor: Carletta Waddler **Tuesday, April 27** **11 AM – 2:00 PM** **Building 1, Rm. 14**

REGISTRATION FEE: \$8 - CHAMBER MEMBER, \$12 - NON CHAMBER MEMBER. Fee includes a light lunch. Checks are to be made to the [Martin County Chamber of Commerce](#) but mailed to [SBC, Martin Community College, 1161 Kehukee Park Rd., Williamston, NC 27892](#). **PRE-REGISTRATION IS REQUIRED.** To pre-register call the Small Business Center 792-1521, ext. 201 or 202.

The world is rushing to Green...is it leaving you and your business behind? Join us for a comprehensive discussion on moving your business into this new world of Green, and benefiting from the Green economy and sustainability. We will define Green, learn the new terminology and buzz words; teach you how to perform a green assessment of your business and discuss specific steps you can take to Green and market your business. *This seminar is sponsored by the Martin Community College Small Business Center and the Martin County Chamber of Commerce.*

****Certificate in Supervision and Management Fundamentals***

This series of seminars will provide training for employees who are on a supervisory career path, first-time supervisors who want to enhance their ability to achieve your organization's objectives, or veteran supervisors who desire to take advantage of updated training. Highlights of the seminars are: experienced, credentialed presenters, powerful presentations, interactive group discussions, and new skills practice. No matter your organization's structure, service, or product, your employees (or volunteers) will benefit from these performance-relevant seminars. Participants are asked to pre-register. Certificate Requirements: Participants must complete four seminars comprising twelve classroom hours. A make-up seminar will be offered for students who miss any one seminar, and he/she can make up one seminar missed due to scheduling. Non-Certificate Attendance: Any employee or volunteer from your organization is welcome to attend any session, but for the certificate twelve hours in the scheduled program must be completed. *Call the Small Business Center if you need more information 792-1521, Ext. 202.*