



Martin Community College

Small Business Center Seminars May – June 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. Search for Martin Community College Small Business Center on Facebook and become a fan.



Email and Telephone Communications

Instructor: Bill Griffin **Thursday, May 6**
1-3 PM **Building 1, Rm. 14**

**REGISTRATION FEE: \$8 - CHAMBER MEMBER,
\$12 - NON CHAMBER MEMBER**

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.

It's tough enough dealing with customers face to face, but the distance of the phone and email make it even tougher. Mr. Griffin will share tips on developing your telephone vocabulary, how to make sure your message is understood, and projecting a positive image through the phone. Remember, the sound of your voice may be the image of your company that your customer develops! Also, Mr. Griffin will explore effectively communicating through the written vehicles of email, texting and other correspondence.

Beginning QuickBooks 2009

Instructor: Terry Cusack **Tuesday, May 11**
6-9 PM **Building 4, Rm. 50B** **NO CHARGE**

This hands-on workshop will present a general overview of bookkeeping with the QuickBooks program. The workshop will be useful to businesses that are beginning to or are interested in moving their bookkeeping to the computer. Participants will be active in learning to set up their company, as well as learning specific skills in invoicing, accounts receivable, making deposits, and paying bills. Some knowledge of computers is helpful but not a must.

MCC Is An Equal Opportunity Institution. 1000 were printed at a cost of \$0.07 per copy. Martin Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404)-679-4500 for questions about the accreditation of Martin Community College.

Intermediate QuickBooks 2009

Instructor: Terry Cusack **Thursday, May 13**
6-9 PM **Building 4, Rm. 50B** **NO CHARGE**

This hands-on workshop will be a continuation of the beginning class. Call to pre-register early.

MANAGEMENT AND SUPERVISION SERIES

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.

Don't Be Sued: Find Out About Harassment in the Workplace

Instructor: John Formica **Tuesday, May 18**
9 AM – 12:00 Noon **Building 1, Rm. 14**
NO CHARGE

Do you know what sexual harassment really means? Can you tell the difference between innocent socializing and behavior that is a liability? Do you know how to prevent sexual harassment from happening in your organization? Are you prepared to deal with it the right way if it does? Join us to find these answers and more.

Bashful to Bold: Uncovering the Leader in You

Instructor: Dianne Wolfe **Tuesday, June 15**
9 AM – 12:00 Noon **Building 1, Rm. 14**
NO CHARGE

Are you prepared to move into a position of leadership? Author and speaker, L. Diane Wolfe, outlines the steps required to become an effective and dynamic leader. Trained for ten years within a top motivation education system, she helps listeners develop passion, confidence, and an image of success. Wolfe shows others how to apply leadership principles to their lives from overcoming shyness to developing communication skills to handling negative and helps them uncover the leader within!

Get Completely Out of Debt

Instructor: Greg Frank Thursday, May 27 6-9 PM Building 1, Rm. 10A **NO CHARGE**
Being in debt and living from paycheck to paycheck does not have to be your way of life. This workshop will show you how to achieve true financial freedom by transforming your debt from a financial burden into a financial opportunity. This powerful & proven methodology will pay off all your consumer debt - credit cards, student loans, auto loans, etc., in just 1 to 4 years. You can then pay off your home mortgage in another 3 to 4 years while saving over \$100,000 in interest payments! Without debt you will be able to live 100% on cash, handle emergencies and financial surprises without incurring debt, and have serious money available to save for retirement. Imagine how much your quality of life would improve – with only your present income – if you had no debt. Attend this seminar & you will imagine no more.

N E W CSA 2010

Instructor: NC Association of Professional Loggers Wednesday, June 16 10 AM-1PM
Building 1, Rm. 29 **NO CHARGE**
Come learn about CSA 2010 the new FMCSA Carrier and Driver performance data tracking system.

R E S C H E D U L E D

Responsible Alcohol Seller/Server

Instructor: ABC Commission Wednesday, June 23 10-11:30 AM and 1-3 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.

***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 789-0202, Ext. 202.*