

Business and Professional Development Workshops

QuickBooks for Small Business Owners

Instructor: Debbe Dugan

In this comprehensive class, you will create your own company books & work on your business records. Seven sessions will cover:

- Chart of accounts
- Lists of customers & vendors
- Accounts receivable
- Accounts payable estimates
- Working with bank accounts
- Inventory
- Payroll
- Real-time reports on your business's finances.

WFD 515-8: Wednesdays, 6:30-9:00pm

October 7 - November 18, 7 weeks, \$195

EANE Workshops

**Not a member of EANE?
Register through GCC and take
advantage of our
reduced workshop fee!**

Human Resources Administrator Series

From the recruiting interview to the termination process, get a comprehensive overview of what the HR professional needs to know to be effective within the company & compliant with government regulations.

WFD 775-8: Thursdays, 8:30am - 4:30pm

October 1 & 8, 2 sessions \$625*

Leadership Essentials - 5-day Supervisory Skills Development Certificate Program

Provide leaders at all levels with the best methods for earning & maintaining the trust & respect of employees under their direction & motivating them to their highest potential. This series is for supervisors in all industries. Those who successfully complete all 5 programs will receive a Leadership Essentials Certificate.

WFD 650-8: Tuesdays, 8:30am - 4:30pm

November 17- December 15, 2009

All 5 sessions, \$1175*

The Foundation of Effective Leadership

Trust & respect are essential for success in a leadership role. This program will provide the knowledge & skills to take the necessary actions to demonstrate these qualities.

WFD 651-8: Tuesday, 8:30am - 4:30pm

November 17, 1 session, \$245*

Communication Skills & Conflict Management

Giving clear directions, practicing active listening & using non-defensive communication will improve leadership effectiveness. Learning to resolve conflict will enable leaders to create a more positive & productive workplace.

WFD 652-8: Tuesday, 8:30am - 4:30pm

November 24, 1 session, \$245*

Legal Liabilities of the Supervisor

Increasingly, companies are becoming subject to legal liability. Gain insight to those kinds of liability and how your role is critical to liability prevention.

WFD 655-8: Tuesday, 8:30am - 4:30pm

December 1, 1 session \$245*

Coaching Skills & Employee Training

Coaching can help employees develop a more positive attitude to their leader & their jobs. Learning to identify training needs & the ability to develop & deliver training is an essential skill for leaders.

WFD 653-8: Tuesday, 8:30am - 4:30pm

December 8, 1 session, \$245*

Goal Setting & Team Building

Successful team leadership requires understanding team dynamics & helping teams work together in achieving goals & solving problems. Through experiential activities participants will experience & analyze teamwork & team decision making.

WFD 654-8: Tuesday, 8:30am - 4:30pm

December 15, 1 session \$245*

***EANE members call (413) 775-1607
for a special discount.**



For more information call (413) 775-1607. To register call (413)775-1803 or register online at gcc.mass.edu/shopcreditfree
Workforce Development Office, Office of Community Education, Greenfield Community College, www.gcc.mass.edu



GREENFIELD Community College

Workforce Development Program Registration Form

Business & Professional Development Workshops

Check your choice of workshops:

- WFD 515-8: QB for Small Business**
- WFD 775-8: HR Admin. Series**
- WFD 650-8: Leadership Essentials**
- WFD 651-8: Found. Leadership**
- WFD 652-8: Communication**
- WFD 655-8: Legal Liabilities**
- WFD 653-8: Coaching Skills**
- WFD 654-8: Goal Setting**

Name _____

Home Mailing Address _____

Email _____

Phone _____

Birthdate _____

Company _____

Payment required to register. Enclose check payable to GCC with registration to:

Attn: Karen Chastney
Community Education
Greenfield Community College
One College Drive
Greenfield, MA 01301

To pay by credit card call (413) 775-1803
Or register online at:
gcc.mass.edu/shopcreditfree

EANE Workshops

The Employers Association of the NorthEast (EANE) goal is to promote sound employee/employer relations. EANE does this by assisting member companies in improving their policies and practices in personnel and labor relations, and by assisting with management development via consultation and training. The following workshops, open to members and non-members, are the result of collaboration with Greenfield Community College to bring high quality training to area organizations. All of EANE's HR programs have been certified by the Human Resources Certification Institute (HRCI).

Custom Designed Training

We have a proven track record of meeting the training needs of area businesses at a competitive cost to your company. A well-trained workforce is the single most important factor in making your business thrive and expand. Some of the courses we have developed include:

- Workplace Spanish
- AutoCAD
- Other Computer Workshops
- Customer Service
- Health Care
- Supervision/ Management

Contact the Office of Workforce Development at Greenfield Community College to discuss your problems, concerns and needs for your business. We will work with you to develop a program that addresses your training and education goals.

Nancy Bair, Director of Workforce Development
(413) 775-1607

Business & Professional Development



Fall 2009

**Office of Workforce Development
Greenfield Community College**
270 Main Street
Greenfield, MA 01301