

Century College presents the 14th Annual Administrative Professionals Seminar

Discovering Your Hidden Potential

Thursday, October 1, 2009 * 8:00am-3:00pm
Holiday Inn East St. Paul (near 3M, I-94 & McKnight Road)
2201 Burns Avenue, St. Paul, MN 55119
Cost: \$129 (Course 20103-002096)

Seminar Agenda

8:00-8:30am Registration with Continental Breakfast

8:30-10:00am **Creating Balance and Integrity**
Naomi Pelley, M.S.

This fun and motivating presentation will focus on 4 key areas in achieving a healthy balance between work and our personal life:

- Utilizing breath and centering techniques to manage stress
- Simple yoga poses you can do at home or at your desk
- Goal-setting using the 'motivation versus commitment' strategy
- Weight management tips and tools.

You will be energized and revitalized in this interactive, fun and motivating seminar!

10:00-10:15am BREAK

10:15-11:45am **De-clutter Your Workspace: Discover Your Potential**
Christine Hegstad, Ph.D., Meaningful Careers, Purposeful Lives

Can't see your desktop? This session will help you whip your workspace into shape and have fun in the process! We will address the five main workspace areas, offering real solutions for each problem area.

12:00-1:00pm LUNCH SERVED

1:00-2:30pm **Simple Truths**
Gary Berg, G.L. Berg Entertainment

Gary Berg is described as a "human reminder" of what really counts in the workplace and in life. He's not slick. He doesn't have a super high-tech presentation. He doesn't even have a book to sell after his talk. What Gary brings to the party is his outstanding speaking ability, his sense of humor, and a very real and important message. He speaks about "simple truths" in the workplace and in life that we need to pay attention to if we want to be our best -- and help those around us to be their best.

2:30-3:00pm Door Prizes and Evaluations

For Seminar Information, call Joan Peterson at 651-773-1743
or email: joan.peterson@century.edu

Registration Information

- 1. Online Registration:** go to www.century.edu; click on continuing education; click on register for classes; click on register online.
- 2. By Phone:** Call 651-779-3341 during office hours. You will be asked to provide the information requested on the Registration Form. Credit card payment only.
- 3. By Fax:** Dial 651-779-5802. Send completed Registration Form & credit card payment or completed business purchase order only.
- 4. By Mail:** Send completed Registration Form. Provide credit card information, business purchase order, or separate check for exact amount of each class (to facilitate refunds should the Seminar be filled). Please keep copies for your records.
Mail to: Century College, Continuing Education and Customized Training,
3300 Century Avenue North, White Bear Lake, MN 55110
- 5. In Person:** Century College is conveniently located on Century Avenue North (Hwy 120) just north of I-694 in White Bear Lake. For directions, call 651-779-3341. The Continuing Education and Customized Training office is located on the main level on East campus. For more information and hours, call 651-779-3281.

Office Hours: Mon-Thurs 8:00am - 7:00pm & Fri 8:00am - 4:00pm

Confirmation: Your reservation is confirmed by payment of fee. You will also receive written confirmation by mail. You will be notified if the Seminar is filled or has been canceled.

14th Annual Administrative Professionals Seminar Registration Form Thursday, Oct. 1, 2009, 8:00am-3:00pm, Holiday Inn East St. Paul Course Number: 20103-002096 – Cost: \$129

Please fill out all information completely. Date of birth or social security number is required. This data is for student tracking purposes only, and will not be released or used for any other purpose. One person per registration form, please.

Name _____ Date of Birth ____/____/____ Home Phone (____) _____
(Under age 18 permitted only if indicated in course description)

Home Address _____ City _____ State _____ Zip _____

Social Security # _____ - _____ - _____ (To be used in registration system as your Student ID.)

Business Name _____ Business Phone (____) _____

Address _____ City _____ State _____ Zip _____

E-mail address _____

Check(s) Enclosed (Please write a separate check for the exact amount of each course, payable to Century College).

Business purchase order attached

Please charge to my: ___ VISA ___ MasterCard ___ Discover

Account # _____ - _____ - _____ - _____ Exp. Date ____/____/____

Cardholder's Name _____



Continuing Education and Customized Training Division

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