



## Leadership Breakfast Series – Back By Popular Demand!

Busy professionals may learn about a wide scope of leadership and business topics at Century College's Leadership Breakfast Series. In the fall, winter and spring at the Holiday Inn St. Paul East (near 3M), our 2-hour sessions offer you dynamic, engaging presentations on a variety of leadership/business issues. Gather valuable information that can be implemented immediately to impact your business. Network with like-minded professionals and gain skills needed to lead your company to success.

There is limited space available so register early by calling 651-779-3341!

- All sessions meet at the Holiday Inn St. Paul East (near 3M), 2201 Burns Avenue, St. Paul, MN 55119, 651-731-2220
- All sessions take place from 7:30-9:30am (2-hours of exceptional training)
- All sessions only \$39 Per Person (including free continental breakfast)
- For Program Information call Joan Peterson, 651-773-1743 or email: joan.peterson@century.edu

## Continuing Education and Customized Training

# Leadership Breakfast Series

### **MASTERING A POSITIVE WORKPLACE ATTITUDE**

In just one day you will have the necessary tools to increase cooperation, build self-esteem, reduce conflict and solve people problems. You will strengthen your communications by identifying and understanding communication style differences, when listening, when angry, as well as what irritates each style. Learn how to give or receive directives, and how others may perceive you. Understand your own workplace attitudes, evaluate your individual communication style and gain insight into communication style differences.

Mike Kiefer, Century Instructor

Tuesday, October 6, 2009

7:30am-9:30am

Course Number: 20103-001747

### **DEALING WITH UNACCEPTABLE EMPLOYEE BEHAVIOR: PRACTICAL TOOLS AND TECHNIQUES FOR POSITIVE OUTCOMES.**

As a supervisor, your job is to lead others in order to get the job done as effectively and efficiently as possible. In order to accomplish this responsibility, you need to recognize and resolve employee performance issues. When a performance issue does occur, sometimes it appears much easier to just ignore the problem until it goes away, but it usually doesn't. In fact, it typically just gets worse resulting in lower productivity and morale, higher stress, and the eventual loss of produc-



tive and professional employees. Experienced leaders often say this is one of the toughest parts of their jobs. If you have employees that demonstrate unacceptable behavior, are not meeting performance expectations, or prefer to complain rather than solve problems, this workshop is what you need to address these issues easily, effectively and successfully.

Lisa Lynn, Century Instructor

Tuesday, November 10, 2009

7:30am-9:30am

Course Number: 20103-001745

# Leadership Breakfast Series

## A YEAR OF NO REGRETS

Where do you see yourself in one year? What stands in your way? It's time to toss out stale New Year's resolutions and create an astounding year! A Year of No Regrets is a powerful two-hour seminar guaranteed to kick your new year off in a promising and inspiring direction. After years of helping people uncover and fulfill their passions, purposes, and dreams, our presenter has streamlined the process to provide more focused results in a shorter time frame. The outcomes have proven amazing!

### What You Can Expect:

- 8 powerful questions for direction and joyful clarity
- Fun (and proven) activities
- Knowledgeable guidance
- Small-group discussions

- Inspiration and practical tips in every corner!
- If you crave clarity in your life, excitement for the future, and energy and joy within the everyday, join us in creating A Year of No Regrets.

**Christi Hegstad, Ph.D., Century Instructor**

Tuesday, January 26, 2010  
7:30am-9:30am  
Course Number: 20105-001642

## CHANGE CAN BE GOOD!

Introducing change--even a small change--can produce great stress for an individual or organization. To those going through this challenge, little things don't just mean a lot, they mean everything. This course is about the impact of change and how to anticipate and address employees'

resistance to change. Through communication, trust-building, and understanding the different stages of stress and grief, you can minimize the negative impact of change. Managed properly, introducing change need not become a bottleneck in accomplishing your desired results.

**Everett Doolittle, Ph.D., Century Instructor**

Tuesday, March 23, 2010  
7:30am-9:30am  
Course Number: 20105-001641

Century College is an equal opportunity, affirmative action employer and educator, and a member of the Minnesota State Colleges and Universities system.

This document can be made available in alternative formats to individuals with disabilities by calling 651-779-3354, 1-800-228-1978 or through the Minnesota Relay Service at 1-800-627-3529.

## Leadership Breakfast Series Registration Form *Limited Space – Register Early!*

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.

Name \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Home Phone (\_\_\_\_) \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (Confidential- to be used in registration system as your Student ID.) \_\_\_ Male \_\_\_ Female

Business Name \_\_\_\_\_ Business Phone (\_\_\_\_) \_\_\_\_\_

Business Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-mail address \_\_\_\_\_

Course Number	Course Name	Course Fee
1. _____ - _____	_____	\$ _____
2. _____ - _____	_____	\$ _____
3. _____ - _____	_____	\$ _____
4. _____ - _____	_____	\$ _____

Total Course Fees: \$ \_\_\_\_\_

### PAYMENT INFORMATION

- 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 # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Cardholder's Name \_\_\_\_\_ Exp. Date \_\_\_\_/\_\_\_\_/\_\_\_\_