



leading business growth in Geauga County

geauga growth partnership, inc.

Registration and Order Form

Work Management Skills Training

Instructor: Steve Peter

Date: August 2, 2017 | Time: 9:00 a.m. – 12:00 p.m.

Location: Newbury Business Park Executive Center, 12373 Kinsman Road, Building C, Newbury, OH 44065

Attendees will increase efficiency and productivity by learning how to properly allocate resources to gain business success. Time is the most important asset to be managed and those who attend will learn how to take existing time management skills and apply them in the workforce. This workshop will teach the attendees how to organize, prioritize, and create systems to help juggle the multitude of tasks required to thrive in the business world. Using good habits, support, and structure, you will become a key member on any team and gain work management skills that will help inside and outside of the office.

Who should attend? This interactive workshop is ideal for people who find themselves in any position where they need to achieve their own goals while also satisfying the needs of others.

- Managers who have multiple tasks to carry out daily
- Team members who have projects and deadlines to make
- Those who wish to learn how to efficiently use their time to secure success

Fee to attend (per person): **\$99.00 GGP Member** **\$129.00 All others**

PAYMENT Qty _____ @ \$_____ Fee = \$_____ Total

By Check (Mail to the Geauga Growth Partnership, 12373 Kinsman Rd #106, Newbury, OH 44065)

Invoice Me* # PO required _____ Credit Card** Contact 440-564-1060 for processing.

Participant: _____ email _____

Participant: _____ email _____

Company _____

Order placed by: _____ Title _____

Phone number: _____ EMAIL: _____

Billing Address: _____

*Signature: _____ Date: _____

Terms & Conditions: If you are a Geauga Growth Partnership Member and your membership is current, special pricing applies. Payment required prior to program start. A minimum of 6 participants is needed to hold this course. If the program is cancelled for any reason, processed payments will be refunded within 10 days. You may cancel up to no less than 7 days in advance of course start date for full refund of payment received; otherwise a credit will be issued for a future GGP class. * For invoice processing, please email form to info@geaugagrowth.com. **Credit card processing requires specific information; please call to provide payment information.

About Steve Peter

An accomplished human resources professional with over 30 years of business experience in Adult Learning, Training and Development, and Human Resource Management. Steve has designed and taught over a dozen management development programs and facilitated numerous organizational development interventions in a dynamic and engaging way that makes the programs fun and practical.

Geauga Growth Partnership is a 501 (C) 3 non-profit organization created in 2010, which works to retain and grow jobs, contribute to business growth and strengthen the local economy. Visit our website at www.geaugagrowthpartnership.com