

## Training Seminars

Utilize our training seminars to make the most of your employees and your business. From Customer Service to your administrative infrastructure, we can provide you with a full training series or you can choose from a “menu” of options.

Our Customer Service seminar has been very favorably received by members of a local Chamber of Commerce and our seminars on Administrative infrastructure have met with support from merchant associations and convention and visitors bureaus.

Our Training Seminars include three series and can be customized to fit your business and budget requirements:

- Customer Service
  - Getting and Keeping Your Customers
  - Selling to Your Customers
  - The Mechanics of Customer Service
- Administrative Infrastructure
  - Finance and Accounting
  - Marketing
  - Record keeping
  - Human Resources
  - Research and development
  - Technology
  - Insurance, and last but far from least,
  - Out-sourcing Administration, Marketing and Production
- Computer Software Training
  - Microsoft Office Products: Word, Excel, PowerPoint, Access & Outlook
  - Microsoft Windows: 98/ME, NT, 2000 & XP
  - Corel WordPerfect and WordPerfect Suite

With these seminars, you can choose a full series or just components and by the end of it, you’ll come away with ideas to make your business fly!