

## Registration is Open for No Cost Business Development Seminars in Bergen County

### No Cost Business Development Seminars Available

SEPTEMBER 17, 2007-- The Bergen County Workforce Investment Board and Bergen Community College have announced a series of 2007/2008 "Step Up and Take the Lead" seminars to help residents make their businesses more successful. Workshops are planned for September 2007 through June 2008 and are available at no cost to participants.

All seminars will take place at Bergen Community College Moses Family Meeting & Training Center in the Technology Education Building (400 Paramus Road, Paramus; Room Tec 128).

To register for one or more of these no cost workshops, please visit <http://www.bergenwib.org/stepup.html> .

Or, contact Andrea Schaffel at the Workforce Investment Board for more information. She can be reached by email at [andsch@bergen.org](mailto:andsch@bergen.org) or by phone at (201) 343-8830, extension 4017.

### "Step Up and Take the Lead" Fall 2007 Seminars

**IMPORTANT NOTICE:** Residents must register in advance and should check the Bergen County Workforce Investment Board Web site for any schedule changes or notices.

Mike Goldman

September 21, 2007, Friday 8:30 AM - 12 Noon - Performance Breakthrough: How to Maximize Passion, Productivity & Profits

Whether your company is experiencing sub-par performance or just wants to take it to the next level, this interactive workshop is for you. You'll learn how to achieve breakthrough results through the concepts of Acceptance, Leverage, Trust and Celebration.

Debra Hamilton

September 27, 2007, Thursday 8:30 AM - 10:30 AM - E-Mail Survival Strategies: Best Practices for Writing More Effective E-Mail and Taming the E-Mail Beast

Unnecessary or pointless e-mail costs companies millions of dollars in wasted time, frustration, and legal battles. E-mail, once a tool of convenience, has become counter-productive and can set the stage for big misunderstandings.

Christopher D'Marco

October 12, 2007, Friday 8:30 AM - 12 Noon - Lean Thinking/Lean Business

As the pulse of the world quickens, organizations need to more readily respond to changes in both local and global markets while managing multiple demands often with limited resources. Lean business is not about doing more with less it is about doing more with the resources you currently have. You will walk away with an understanding of the people plus process equation.

Sunny Corona

November 1, 2007, Thursday 8:30 AM - 10:30 AM - Workplace Violence: Know the Warning Signs The U.S. Department of Justice National Crime Victimization Survey reports there are 2 million victims of workplace violence each year. One in four workers are harassed, bullied, threatened or attacked each year. "The workplace is the most dangerous place in America!" US Department of Justice

Carol Andolena

November 9, 2007, Friday 8:30 AM - 12 Noon - Organizing Principles

Get Organized! Save Time, Save Money, Increase Productivity, and Reduce Stress. Learn how to take control of your surroundings and develop effective systems for life.

Rita Williams-Bogar

December 7, 2007, Friday 8:30 AM - 12 Noon - Business Writing in Today's Workplace

In today's business environment, it is increasingly important to have a handle on good communication skills. The workshop will provide an opportunity to focus on the key components of business writing - clarity, correctness, and tone to convey your message to the reader. Use up-to-date techniques to enhance your credibility and professionalism.

Tammy Molinelli

December 13, 2007, Thursday 8:30 AM - 10:30 AM - Soft Skills in the Workplace

This workshop will outline key soft skills that when executed by your workforce will keep your organization productive, innovative, and a rewarding place to work. Learn the fundamentals of Communication, Team Building, Conflict Resolution, and Time Management, Prioritization and Organization in the workplace.

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Last Updated: September 17, 2007