

**GOSHEN
COLLEGE**

Management Development Program
Goshen, IN 46526

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You may receive a duplicate brochure. If so, please pass it along to an interested colleague or associate. Thank you.

**A Management Development Program
For Administrative Support Staff**
Sponsored by Goshen College

Lunch & Learn

Seven Tuesdays, 12 Noon-1 p.m.
Sept. 8-Oct. 20, 2009
Goshen College Church-Chapel
1700 S. Main Street
Goshen, Indiana

LUNCH & LEARN SERIES

Looking for ways to enhance your professional development and personal growth? Come to the Lunch and Learn Series designed especially for administrative support staff. Enjoy lunch with others in the community as you learn from presentations led by experienced leaders.



PREVIOUS PARTICIPATING ORGANIZATIONS

Audiometrics PLUS	Mennonite Mission Network
Berry Plastics/Goshen	MHS Alliance
College Mennonite Church	Middlebury Schools
Compass Wealth Advisors	MMA
Concord Community Schools	NIBCO INC
Dutchmen Manufacturing, Inc.	Northridge High School
Elkhart County Government	Nuway Construction
Elkhart General Hospital	Oaklawn
Goshen Ambulatory Care	Omega Plastics
Goshen College	RSM McGladrey, Inc.
Goshen Health System	Ryan's Place
Greencroft Retirement Community	Schrock Homes
Homecrest	Stoutco, Inc.
Interra Credit Union	The Flying J LLC
Jayco	Westview School Corporation
Keystone RV Company	Williamsbug Rental Management



ADVISORY COMMITTEE

Linda Rouch, Coordinator, Goshen College
Marlene Slaubaugh, MMA
Char Willett, Interra Credit Union

LUNCH & LEARN

A seven-week program for Administrative Support Staff

12 noon - 1 p.m. – Tuesdays, Sept. 8-Oct. 20, 2009

Getting Passion Out of Your Profession

Tuesday, Sept. 8

Passion is a choice! Are you passionate about your profession? If not, why not? What does lack of passion cost you? How does it affect the people you work with and your employer? Know your professional self-worth. Come learn some passion points to consider and be challenged to do something different!

Presenter: Teresa E. Walters, CAP, is vice president of the Indiana division International Association of Administrative Professionals (IAAP). Teresa began her administrative associate career with American Electric Power in 1986 as a secretary-stenographer, has worked in several of their Indiana offices, provided executive support to the president of Indiana Michigan Power for six years, and is currently working with the distribution group in New Haven.

Sizing Up Nutrition: What's on Your Plate?

Tuesday, Sept. 15

Kids' Happy Meal hamburgers of today are the same size as the 1970s adult hamburgers. Come and see how the portion sizes of today have dramatically changed and how they are impacting our lifestyles and waistlines! You may remember Norma from last year's "Fitness in the Workplace."

Presenter: Norma Monik, R.N., M.S., M.B.A., joined Goshen Health System in 2001 after obtaining a degree in wellness, fitness and nutrition, and is presently the Fitness and Nutrition Coordinator. Norma worked the previous 20 years in the Chicago area as a certified nurse practitioner and director of cardiology.

Tips and Tricks – Microsoft Word

Tuesday, Sept. 22

Come see Microsoft Word 2007 in action! It provides editing and reviewing tools that help you create professional documents with dynamic results. Megan will be demonstrating the great new features and many time saving tricks that will give you the edge.

Presenter: Megan Eichorn, B.S.P.A., School of Public and Environmental Affairs. Megan's job related skills led her to a more satisfying position in computer software and trainings. She began training for MapleTronics in 2000. Although being a stay-at-home mom is a wonderful job, keeping up with technology has continued to be a passion. She has acquired certifications in Microsoft Excel, Word and PowerPoint.

Tips and Tricks – Microsoft Excel

Tuesday, Sept. 29

Excel is Megan's favorite application and she will be demonstrating the coolest features! Come see the demonstration to keep you out of the hot seat! Excel 2007 is a powerful tool you can use to create and format spreadsheets, and analyze and share information to make more informed decisions.

Presenter: : Megan Eichorn (see above) will again join us to demonstrate the many capabilities and time saving features that Microsoft has to offer.

Dollars & Sense – Personal Finance Priorities

Tuesday, Oct. 6

This session will outline the key elements necessary for achieving financial stability in the realm of personal and household finances. It will address major financial challenges families are facing and offer practical common-sense solutions for managing these issues and achieving your family's financial goals. Topics include: creating a game plan, household budgeting, securing your family's safety nets, debt management, communicating with creditors, saving and wealth-building. With so much negative economic news in the media, this session sends a message of hope ... that financial stability is attainable, and you can achieve it perhaps sooner than you think.

Presenter: Jonathan Geiser, M.I.M., an associate professor of business at Goshen College, teaches in the areas of finance, strategic management and entrepreneurship. He is also the director of business development for Goshen College's Center for Business and Entrepreneurial Education (CBEE). Mr. Geiser has accumulated over 20 years of experience working in both large and small companies in Spain, the United Kingdom and the United States. He is also a certified independent trainer in Dave Ramsey's Financial Peace University program.

Economic Realities – Understanding the Market's Impact on Your Investments

Tuesday, Oct. 13

Are you confused by the recent turmoil in the financial markets? This session will help you begin to separate myth from reality in the headlines surrounding the stock market and the U.S. economy. We'll take an in-depth look at the financial markets, national economic indicators, the local economy and how they might affect your investments. It will also cover several strategies for turning even challenging economic times into long-term investment opportunities.

Presenter: David Birky, M.I.M., is president of Interra Investments where he is responsible for investments, insurance, title company and trust services. He has more than 18 years of experience in the financial services industry, having worked as a fixed income portfolio manager for MMA and as an investment banker with PaineWebber in Chicago prior to joining the credit union.

Defining the Brand Called YOU

Tuesday, Oct. 20

Professional presence links your skills and competencies with how others perceive you. Learn how to enhance credibility and professional presence and identify the 10 keys to brand excellence. Also enjoy some tips on "dressing for success" with some of our own men and women modeling fall fashions from JC Penney.

Presenter: Genelle King, R.N., is an interpersonal communication consultant and trainer. Founder of King Communication Resources, Genelle enjoys working with people at all levels in organizations, helping them enhance their personal and professional communications.

REGISTRATION INFORMATION

Please register by Aug. 24, 2009—Course fee includes lunch and presentation.

To Register (three options):

1. Call (574) 535-7150. Credit cards accepted.
2. Online : www.goshen.edu/business/Adult_programs/Online_Registration
3. Mail registration form and check to:
Management Development program
Goshen College
1700 South Main Street
Goshen IN 46526

Continuing Education Credit (.6 CEU) available to those who attend four or more sessions.

REGISTRATION FORM

- Seven luncheon series—single \$139 each
- Seven luncheon series—corporate \$129 each
(must register at least three from same company)
- Any three luncheon package \$65 each
- Individual luncheon \$25 each

For individual or three luncheon package, choose dates you will be attending

9/8 9/15 9/22 9/29 10/6 10/13 10/20

Name _____

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Name _____

Company _____

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