



The Training Place Registration Form Spring 2010

Butte College – The Training Place
2320 Forest Ave, Chico, CA 95928

Phone: 530-895-9015
Fax: 530-879-4380

Session Descriptions available at www.butte.edu/thetrainingplace

Supervisor Development Program

- _____ **NEW!** Team Lead and Supervisor Readiness, presented by Margaret Schmidt, Feb. 23, 8:30-11:30, \$45
- _____ Understanding Personalities, presented by Joc Clark, March 23, 8:30-11:30, \$45
- _____ Coaching for Success, presented by Margaret Schmidt, April 06 & 13, 8:30-11:30, \$89
- _____ Managing Priorities, presented by Joc Clark, April 27, 8:30-11:30, \$45
- _____ Team Motivation, presented by Margaret Schmidt, May 11, 8:30-11:30, \$45
- _____ Super Worker to Supervisor, presented by Catherine Goggia, March 02 & 09, 8:30-11:30, \$89
- _____ Effectively Managing Challenging People, by Catherine Goggia, March 11 OR May 25, 8:30-11:30 \$45

NEW! Manager Development Program presented by Joc Clark, PhD, \$45 per class

- _____ Time Management for Time-Crunched Professionals: March 10, 8:30-11:30
- _____ Strategies for Managing Multiple Departments: April 14, 8:30-11:30
- _____ Meetings: Facilitating a Collaborative Work Culture: May 12, 8:30-11:30
- _____ It Changed Again: Succeeding in an Environment of Constant Change: June 9, 8:30-11:30

NEW! Customer Sales & Service presented by Catherine Goggia, \$45 per class

- _____ Customer Experience: Sales, March 30, 2:00-4:30
- _____ Customer Experience: Service, April 27, 2:00-4:30
- _____ Customer Experience: Stewardship, May 25, 2:00-4:30

NEW! Ergonomics presented by Lisa Marie Gorman, BSN, MT, E-RYT

- _____ Ergonomics: Creating a Mindful Workplace, April 22, 8:30-11:30

Communication & Conflict presented by Catherine Goggia, Four-Part Series \$150 or \$45 per class

- _____ Communication: Plan & Deliver, Jan. 14, 8:30-11:30
- _____ Communication: Mutual Results & Understanding, Feb. 18, 8:30-11:30
- _____ Conflict Resolution: Styles & Strategies, April 20, 8:30-11:30
- _____ Conflict Interaction: Dialogue & Behaviors, May 4, 8:30-11:30

AB 1825 Sexual Harassment Prevention Training presented by George Grams, \$45 per class

- _____ May 14, 9:00-11:30

SAVE THE DATE! August 12-13th

Butte College Sustainability Conference

Organization: _____ Contact Person: _____

Participant: _____ Phone: _____

E-Mail Address: _____ Job Title: _____

How did you hear about us? _____

Billing Information

Direct Billing To: _____ Department: _____

Address: _____

City State Zip

Method of Payment:**

Check enclosed (preferred): \$ _____ Purchase Order #: _____

Checks payable to Butte College

**refunds not available



The Training Place Registration Form Fall 2009

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I would like to sign up for the following classes at \$45 per session:

Computers for Beginners 2007

- _____ **Level I: Feb. 3; 2-5pm**
_____ **Level II: Feb. 10; 2-5pm**
_____ **Level III: Feb. 17; 2-5pm**
_____ **Level IV: Feb. 24; 2-5pm**

Microsoft Excel 2007

- _____ **Beginning: Feb. 8, 2-5pm**
_____ **Level I: Feb. 22, 2-5pm**
_____ **Level II: March 8, 2-5pm**
_____ **Level III: March 22, 2-5pm**
_____ **Level IV: April 5, 2-5pm**

Microsoft Word 2007

- _____ **Beginning: March 10, 2-5pm**
_____ **Intermediate: March 24, 2-5pm**

Microsoft PowerPoint 2007

- _____ **April 14, 2-5pm**

All computer classes are held in room 238
Butte College Chico Center
Session Descriptions available upon request

Registration Information

Organization: _____ **Contact Person:** _____
Participant: _____ **Phone:** _____
E-Mail Address: _____ **Job Title:** _____
How did you hear about us? _____

Billing Information:

Direct Billing To: _____ **Department:** _____
Address: _____
City _____ **State** _____ **Zip** _____

Method of Payment**

Check enclosed (preferred): \$ _____ **Purchase Order Number:** _____
Checks payable to Butte College

****Refunds not available**