Spring Series 2008
Gavilan College
Professional Development Institute

No more traveling to San Jose or San Francisco for training! You can get professional level training right here in South Santa Clara or San Benito Counties.

Leadership Development

No time to leave the office to attend training? Try our top-notch online training from leaders around the country.

- Leadership Overview
- Communicating Like a Leader
- Building Teams That Work
- Achieving Success with Difficult People

Management Development

Drive Business To Your Website Today
Do you have a website that you think could be better? Would you like to see an increase in your web traffic? Stop losing prospective clients due to the weaknesses of your website. Join us in a 3-hour, comprehensive class designed to help you get the most out of this powerful marketing tool. Instructor: Joe E. Furtado
Wed, 2/27; 6:00 PM - 9:00 PM; Place: Room BU111
Price: $79 + $20 material fee to instructor at class

eBay Basics
Online auctions match buyers with sellers in a global marketplace for almost any item. If you’ve ever dreamed of expanding your current business by buying or selling through eBay, you can’t afford to miss this class.
Instructor: Katherine Eastvold
Sat, 3/1, 9:00 AM – 12 PM
Place: Hollister-Briggs Bldg, Room 3
Price: $55 + $5 material fee to instructor at class

Supervision Series
This training series will explore how you can maintain technical expertise while demonstrating the right type of leadership. Supervisor training will give you the most personal, interpersonal and group skills to be influential in one-on-one situations, facilitate group performance and become an overall effective leader. Earn a Certificate of Attendance by attending all 6 classes. Instructors: Shairon Williams & Dianne Dudek
Thurs, 3/6 – 4/10; 6:00 PM – 8:30 PM; Place: BU118
Price: Each class $55 + $5 material fee to the instructor at class. Sign up for all 6 classes at the same time for $299...a $31 savings... plus $30 for class materials.

Web 2.0: The Second Internet Generation
Business owners and staff—get ahead of the business curve! The web is more important than ever, with exciting new applications and sites popping up with the surprising regularity. Discover what Web 2.0 is and how and why successful businesses are using it to market their business. Instructor Joe E. Furtado
Wed, 3/12; 6:00 pm – 9:00 pm
Place: Room BU111
Price: $79 + $20 material fee to instructor at class.

Employee Development

Beginning Excel
Do you work with numbers? Would you like a better way to organize all types of information? Our excel class will help you organize and find information more quickly and give you the tips to set up fully formatted worksheets quickly and efficiently. Instructor: Loretta Thompson
Fri, 2/22; 1:00 PM – 5:00 PM; Place: Hollister-Briggs Bldg., Room 3
Price: $99. San Benito County Chamber and Hollister Downtown Association members receive a $10 discount.
Use code: SBCHDA10 when registering. Membership will be verified.

Intermediate Excel
Excel is a very powerful analytical tool. Learn to create and modify charts, work with graphic objects, calculate with advanced formulas and sort or filter data. Sign up today to learn how to improve your work performance.
Instructor: Loretta Thompson
Fri, 3/7, 1:00 PM – 5:00 PM
Place: Hollister- Briggs Building, Room 3
Price: $99. San Benito County Chamber and Hollister Downtown Association members receive a $10 discount.
Use code: SBCHDA10 when registering. Membership will be verified.
INSTRUCTOR BIOGRAPHIES:

**Shairon Williams**
Holds a Master’s Degree in Human Resources and Organizational Development. She has worked in the Human Resources field for over 10 years.

**Dianne Dudek**
Holds a Bachelor’s Degree in Education and Psychology and has worked in Human Resources for 16 years.

**Katherine Eastvold**
Is an experienced eBuyer with thousands of completed transactions, all with 99.9% positive feedback.

**Joe E. Furtado**
Is the owner of a top internet franchising company with over 1500 offices worldwide.

**Loretta Thompson**
Holds a MBA from CSU Sacramento. She has been teaching and training for over 20 years. Ms. Thompson designs and develops employee training programs and manuals for all size companies.

**TO REGISTER:**
Go to our website [www.gavilan.edu/conted](http://www.gavilan.edu/conted), click on Professional Development Institute, scroll down to find your class and follow the links. Or you may go directly to [http://gavilan.augusoft.net](http://gavilan.augusoft.net), click on search and fill in the Course Name field. Questions? Email conted@gavilan.edu, or call (408) 847-2514 Ext. 2 or 3.

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**Gavilan College Contract Education Registration**

Student Name: ________________________________

Address: __________________________________  City: __________________  Zip: __________________

Phone: (__________)  Cell: (__________)  Email: ________________________________

Company Name: ________________________________

Address: __________________________________  City: __________________  Zip: __________________

Class Title: ____________________________  Start Date: ______________  Fee: $________

Payment Options: □ Cash (exact change)  □ Check  Check #: __________

Visa / MC #: __________ - __________ - __________ - __________  Exp: __________  Cardholder Name: ________________________________

Cancellation Policy: You must notify us 3 business days before the first class meeting in writing to cancel or transfer. If you cancel your registration, you will receive a credit voucher, good for 2 years for the amount of the class.

Mail to:  Contract Education – Gavilan College  Fax: (408) 847-0724
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                Gilroy, CA  95020