You need certain skills, knowledge and abilities to succeed in your personal and professional life. In just four evenings, you can learn everything you need to know to become a success. Topics in this series include key leadership skills, communicating effectively, negotiating, decision making, realistic goal setting and time management.

Benefits:

- Improve employment and advancement opportunities.
- Be a more organized and efficient employee at work.
- Become the leader that your organization needs you to be.
- Improve your ability to overcome obstacles that impede communication.
- Expand your personal and professional network.

Course Content:

**Leadership Skills for Success**
Develop the abilities of an effective leader in this informative and hands-on workshop. You will learn about the shared characteristics of effective leaders, their abilities and the personal qualities key to their success. Discover the tools you need to overcome obstacles in your personal and professional life. Then adopt and develop the keys to becoming an effective leader.

*When: Tuesday, October 28, 2008  Time: 6:30 PM - 9:00 PM*

**Communicating for Maximum Impact**
Explore the common communication challenges we face in our interactions with others and how to overcome these challenges while accurately delivering your intended message. Learn how to communicate in a way that states your needs, promotes cooperation, and builds lasting relationships that encourage solutions. You cannot afford to miss this class!

*When: Tuesday, November 4, 2008  Time: 6:30 PM - 9:00 PM*

**The Art of Negotiation & Decision Making**
Negotiations play a pivotal role in the decision making process. First, discover the key elements and successful techniques of negotiation. Then uncover your role in the decision making process by learning the skills that will help you analyze any situation objectively. Finally, sharpen your reasoning skills and make decisions that produce positive outcomes.

*When: Tuesday, November 11, 2008  Time: 6:30 PM - 9:00 PM*

**Proven Techniques for Goal Setting & Time Management**
Learn to establish practical and smart goals while using effective time management principles. Create an action plan that will guide your journey, establish check points and motivate you to succeed.

*When: Tuesday, November 18, 2008  Time: 6:30 PM - 9:00 PM*
Instructor Background:

*Ed Antonio holds a B.S. in Advertising from San Jose State University and is certified to teach nationally recognized leadership training courses. He currently works as a training and staff development specialist where he facilitates small and large group trainings.*

Class Schedule:

Day/Date: Tuesdays, 10/28 – 11/18. See page 1 for specific dates.

Time: 6:30 – 9:00 pm

Location: Gavilan College, Gilroy Campus, Room LI100

Price: Each class $49 (+ $3 material fee paid directly to instructor) or all 4 at the same time for $179 (+ $12 material fee paid directly to instructor). Series price is a $17 savings!

Information: Download a flyer at [www.gavilan.edu/conted](http://www.gavilan.edu/conted)

Registration: Go to our website at [http://gavilan.augusoft.net](http://gavilan.augusoft.net)

Other Workshops:

- **Customer Service Series**                     September 25 - October 9, 2008
- **Human Resources Management**                  October 8 – October 29, 2008
- **Marketing on a Shoe-String Budget**           October 30 – November 20, 2008

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.