

Maple Valley Chamber of Commerce

32 Timberlake Road • Geneva, IL 60134-0133 • (708)555-0111 • Fax (708)555-0112

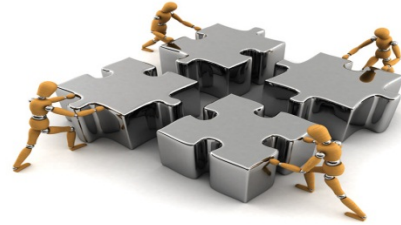
TEAMWORK IN THE OFFICE

TEAMWORK IN THE OFFICE

Sponsored by Maple Valley Chamber of Commerce

Grand Ballroom, Lakeside Manor Hotel

Date 04/18/2012 8:30 a.m. to 4:30 p.m.



Have you always wanted to make better use of your time to get more things done? Now's your chance to learn how to do exactly that! This year's seminar is designed to help you and your office support staff work as a team to get more done with less time and effort.

The featured speaker, Randy Pelliteir, CPS, is well known to professionals in the office administration field. He started as a records clerk 15 years ago. He is now an executive assistant to the president of CamCo Systems, a leader in the field of computer training.

Teamwork between the office staff and management is the secret to success in any business. Let Randy share with you proven strategies for TEAMWORK IN THE OFFICE.

Doing more in less time

Maintaining a positive attitude even when everything seems to be going wrong

Working together to set and achieve realistic goals

Keeping the lines of communication open

Sign up today! The registration fee includes lunch and seminar materials. When three or more people form the same company register, the fee is only \$50 per person.

TEAMWORK IN THE OFFICE

Seminar Registration Form

Name(s): _____

Company: _____

Address: _____

City: _____ State: _____ ZIP: _____

Chamber Member Yes [] No []

Registering _____ at \$75 per person

Registering _____ at \$50 per person

Check for \$ _____ enclosed