



See us for your **Small Business** research, planning and training needs
For information about our lending programs for **Small Business** or
See our fall lineup of video-conference sessions at:
<http://www.biz-help.ca>

VIDEO CONFERENCE SESSIONS ON SMALL BUSINESS TOPICS

We offer video conference seminars on a wide range of business topics.

Our one hour topics run every Tuesday and Thursday at noon.

Bring a sandwich and learn at lunch.

Our three hour seminars usually start at 1:00 pm.

Enjoy some of Alberta's best speakers on business matters from the **comfort of our boardroom**.

See our line up on <http://www.biz-help.ca/training.php>

If you wish to take a class, please contact us one day in advance of the session.

WORKPLACE SUPERVISOR TRAINING

OCTOBER 14 AND 21

9:00am TO NOON - 1:00pm TO 4:00pm

As a supervisor, you need to have the skills to ensure that you have a happy and productive workplace

This two-day seminar will deal with such topics as:

SUPERVISING PEERS

WHAT EMPLOYEES REALLY WANT

RECOGNIZING YOUR SUPERVISOR STYLE AND OTHER EFFECTIVE STYLES

TEAM BUILDING

COMMUNICATION AND CONFLICT RESOLUTION

TIME MANAGEMENT

REDUCING STRESS FOR YOURSELF AND YOUR EMPLOYEES

YOUR COST FOR BOTH DAYS \$50.00. INCLUDES REFRESHMENTS. (LUNCH IS ON YOUR OWN)
REGISTRATION DEADLINE IS OCTOBER 1, 2010

Contact us at:

5324 – 48th Avenue Taber, Alberta T1G 1S2

Phone: 403-388-2923 Fax: 403-223-2096

E-MAIL US AT WEB@BIZ-HELP.CA