



Fall 2011 STEM Classes

Saturday Sept. 17, 2011	Effective Office Practices	SSC Rm. B104 8:30 a.m. – 3:30 p.m.	Presenter: Debbie Faires
Saturday Oct. 1, 2011	Stress Management	SSC Rm. B104 8:30 a.m. – 11:30 a.m.	Presenter: Sandy Salazar
Saturday Oct. 1, 2011	Time Management	SSC Rm. B104 12:30 p.m. – 3:30 p.m.	Presenter: Sandy Salazar
Thursday October 6, 2011	Professional Growth Plan	PDC Room TBA 4:30 p.m. – 7:30 p.m.	Presenter: Cheryl Gregory
Saturday October 15, 2011	Assisting Difficult People	SSC Rm. B104 8:30 a.m. – 3:30 p.m.	Presenter: Dianne Lemons
Thursday October 27, 2011	Telephone Skills	PDC Room TBA 4:30 p.m. – 7:30 p.m.	Presenter: Diane Hogg
Saturday October 29, 2011	Interpersonal Communication	SSC Rm. B104 8:30 a.m. – 3:30 p.m.	Presenter: Cheryl Gregory
Tuesday November 8, 2011	Leadership Skills and Team Building	PDC Room TBA 4:30 p.m. – 7:30 p.m.	Presenter: Diane Hogg
Thursday November 17, 2011	Customer Service	PDC Room TBA 4:30 p.m. – 7:30 p.m.	Presenter: Dianne Lemons
Thursday December 1, 2011	Rules for Spelling	PDC Room TBA 4:30 p.m. – 7:30 p.m.	Presenter: Debbie Faires