

Texas Educational Support Staff Association (TESA)
Staff Training for Effective Management (STEM)
 Hosted by: Mesquite ISD & Mesquite EPA

STEM at Mesquite ISD
Spring 2010 Schedule and Registration Form

Class	Course	Day	Dates	Times	Room	Cost	Deadline to Register
<input type="checkbox"/>	Interpersonal Communication	Tues./Thurs.	Jan. 26 & 28	4:30 pm - 7:30 pm	PDC Board Rm.	\$45	Jan. 20, 2010
<input type="checkbox"/>	Professional Growth	Tues.	Feb. 9	4:30 pm - 7:30 pm	PDC Board Rm.	\$35	Feb. 3, 2010
<input type="checkbox"/>	Managing Change	Sat.	Feb. 27	8:30 am - 3:30 pm	SSC Rm. B104	\$45	Feb. 23, 2010
<input type="checkbox"/>	Rules for Spelling	Thurs.	Mar. 4	4:30 pm - 7:30 pm	PDC Board Rm.	\$35	Feb. 26, 2010
<input type="checkbox"/>	Basic Communication	Sat.	Mar. 6	8:30 am - 3:30 pm	SSC Rm. B104	\$45	Feb. 26, 2010
<input type="checkbox"/>	Professional Image	Tues.	Mar. 9	4:30 pm - 7:30 pm	SSC Rm. C109	\$35	Mar. 3, 2010
<input type="checkbox"/>	Effective Office Practices	Sat.	Mar. 27	8:30 am - 3:30 pm	SSC Rm. B104	\$45	Mar. 22, 2010
<input type="checkbox"/>	Stress Management	Sat.	Apr. 10	8:30 am - 11:30 am	SSC Rm. B104	\$35	Apr. 6, 2010
<input type="checkbox"/>	Time Management	Sat.	Apr. 10	12:30 pm - 3:30 pm	SSC Rm. B104	\$35	Apr. 6, 2010

Weekly Classes-Professional Development Center (PDC) is located at 2600 Motley Dr., Mesquite * Click link below for MapQuest directions.

<http://www.mapquest.com/maps?city=Mesquite&state=TX&address=2600+Motley+Drive&zipcode=75150>

Saturday Class only-Student Support Center (SSC) Building * 714 Kimbrough * Mesquite * Click link below for MapQuest direction

<http://www.mapquest.com/maps?city=Mesquite&state=TX&address=714+Kimbrough&zipcode=75149>

Total enclosed: _____

♦Participants may not miss more than 15 minutes from each class in order to receive credit.

Registration and Payment Information

Payment is due by registration deadline.

Registration is not complete until payment is received. Purchase orders cannot be accepted.

Confirmation of registration will be sent via email and receipt will be provided on class day.

Please send this form with check or money order only **made payable to Mesquite ISD** to:

Mesquite ISD, Debbie Faires

405 E. Davis, Mesquite, TX 75149

For more information, email dfaires@mesquiteisd.org or fax: 972-882-7382

Registration form may be downloaded at our website at the following address:

<http://www.mesquiteisd.org/mepa/documents/STEMRegistrationFormSpring10.pdf>

NOTE:

IF PAYING BY PERSONAL CHECK PLEASE INCLUDE YOUR DRIVER'S LICENSE NUMBER.

ON ALL SATURDAY CLASSES, BRING YOUR LUNCH

Refund Information

If you have registered for a class but are unable to attend, please contact Debbie Faires prior to the payment deadline date to request a refund. We are unable to process refunds after the registration deadline date. However, you are encouraged to send a replacement attendee. That individual should bring a copy of your registration form so records of attendance and certification for that particular class can be modified.

Name:	SS#
Address:	TESA ID#:
City:	Zip:
Home phone:	Cell phone:
Work phone:	Fax:
Email address:	

Office Use Only

Date payment received _____ Amount received _____
 Check or money order # _____