

Texas Educational Support Staff Association (TESA) Staff Training for Effective Management (STEM)

Hosted by: Mesquite ISD & Mesquite EPA

Spring 2019 Schedule and Registration

Class	Course	Dates	Instructor	Times	Room	Cost	Deadline to Register
	Mesquite ISD						
<input type="checkbox"/>	Basic Communication	2/2/19	Yvonne Smeltzer	8:00 AM to 3:00PM	ADM BLDG	\$45	1/26/19
<input type="checkbox"/>	Leadership Training	2/26/19	Diane Hogg	4:30 PM to 7:30PM	ADM BLDG	\$35	2/22/19
<input type="checkbox"/>	Professional Image	3/26/19	Diane Hogg	4:30 PM to 7:30PM	ADM BLDG	\$35	3/22/19
<input type="checkbox"/>	Business & Social Etiquette	4/27/19	Dianne Lemons	8:00 PM to 3:00PM	ADM BLDG	\$45	4/22/19

Saturday Classes- Administration Bldg (**ADM BLDG**) 3819 Towne Crossing Blvd. Mesquite, TX ([Click here for map.](#))

ON ALL SATURDAY CLASSES, BRING A LUNCH

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

Registration is not complete until payment is received. Purchase orders will not be accepted. Confirmation of registration will be sent via email and receipt will be provided on day of class. Please send this form with **check or money order only**, to:
Mesquite ISD, Debbie Faires * 3819 Towne Crossing Blvd, Mesquite, TX 75150
Payable to Mesquite ISD (If paying by personal check, please include Driver's License #)

*For more information, contact Yvonne Smeltzer via email:
nsmeltzer@mesquiteisd.org or call: (972) 882-7335*

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

Office Use Only:

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