

**Texas Educational Support Staff Association (TESA)**

**Staff Training for Effective Management (STEM)**

Hosted by: Channelview ESA

**STEM at Channelview ISD**

**2007-2008 Schedule and Registration Form**

All classes held at Channelview ISD Administration Building  
1403 Sheldon Rd., Channelview, TX 77530

Selection	Course	Day	Dates	Times	Cost	Deadline to Register
_____	Managing Change	Saturday	Sept. 22, 2007	8:30 am-3:30 pm	\$45	Sept. 14
_____	Effective Office Practices	Saturday	Oct. 20, 2007	8:30 am-3:30 pm	\$45	Oct. 12
_____	Basic Communication	Saturday	Oct. 27, 2007	8:30 am-3:30 pm	\$45	Oct. 19
_____	Interpersonal Communication	Saturday	Dec. 1, 2007	8:30 am-3:30 pm	\$45	Nov. 23
_____	Profile for Success	Saturday	Jan. 12, 2008	8:30 am-3:30 pm	\$45	Jan. 4
_____	Professional Growth Plan	Saturday	Feb. 9, 2008	8:30 am-11:30 am	\$35	Feb. 1
_____	Stress Management	Saturday	Feb. 9, 2008	12:30 pm-3:30 pm	\$35	Feb. 1
_____	Professional Image	Saturday	Mar. 8, 2008	8:30 am-11:30 am	\$35	Feb. 29
_____	Telephone Skills	Saturday	Mar. 8, 2008	12:30 pm-3:30 pm	\$35	Feb. 29
_____	Dialogue of Diversity	Saturday	April 19, 2008	8:30 am-11:30 am	\$35	Apr. 11
_____	Rules for Spelling	Saturday	April 19, 2008	12:30 pm-3:30 pm	\$35	Apr. 11
_____	Business Grammar & Letter Writing	Saturday	May 10, 2008	8:30 am-3:30 pm	\$45	Apr. 11

Total enclosed: \_\_\_\_\_

- ← Lunch on your own. List of nearby eateries will be provided.
- ← 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 **Channelview ESA** to:  
**Darcy Blackstock, Channelview ISD**  
**1403 Sheldon Rd., Channelview, TX 77530**  
**For more information call 281-452-8008 or email: darcy.blackstock@channelview.isd.esc4.net**

**Refund Information**

If you have registered for a class but are unable to attend, please contact Darcy Blackstock 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.

**Please print or type.**

Name: \_\_\_\_\_ TESA Membership # \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_  
 Work phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email address: \_\_\_\_\_

**Office Use Only**

Date payment received \_\_\_\_\_ Amount received \_\_\_\_\_  
 Check or money order # \_\_\_\_\_