



2008 TESA Summer Work Conference

Staff Training for Effective Management (STEM)

Schedule

DATE	STEM SESSION	TIME
Tuesday, June 17	Effective Office Practices	9:00 AM to 4:00 PM
	Basic Communication	9:00 AM to 4:00 PM
	Agenda for Personal and Organizational Improvement	9:00 AM to 4:00 PM
	Profile for Success	9:00 AM to 4:00 PM
	Professional Growth	9:00 AM to 12:00 PM (Noon)
	Telephone Skills	1:00 PM to 4:00 PM
Wednesday, June 18	Interpersonal Communication	9:00 AM to 4:00 PM
	Managing Change	9:00 AM to 4:00 PM
	Business Grammar/Letter Writing	9:00 AM to 4:00 PM
	Time Management	9:00 AM to 12:00 PM (Noon)
	Assertiveness Training	9:00 AM to 12:00 PM (Noon)
	Professional Image	1:00 PM to 4:00 PM
	Stress Management	1:00 PM to 4:00 PM
Thursday, June 19	Profile for Success	9:00 AM to 4:00 PM
	Managing Change	9:00 AM to 4:00 PM
	Conflict Management	9:00 AM to 4:00 PM
	Basic Communication	9:00 AM to 4:00 PM
	Leadership Training/Team Building	9:00 AM to 12:00 PM (Noon)
	Professional Growth	1:30 PM to 4:30 PM
Friday, June 20	Customer Service	1:30 PM to 4:30 PM
	Rules for Spelling and Proofreading	1:30 PM to 4:30 PM
Saturday, June 21	Dialogue of Diversity	1:30 PM to 4:30 PM