

Professional Development Classes

presented by Eastern Wyoming College

**STARS Credit Hours
Available for
All Workshops**

Cost: \$10 per session

(All materials provided)

Take one!
Take all!

All sessions are independent workshops

Business Management and Leadership Workshops

Monday, October 10th:

6:30 p.m. - 8:30 p.m. Roles of Supervisors & Staff

Saturday, October 22nd:

8:00 a.m. - 10:00 a.m. Business Planning: Revising & Improving Your Plan

10:00 a.m. - 12:00 p.m. Preparing Financial Statements & Analyzing Profit/Loss in Your Business

12:00 p.m. - 2:00 p.m. Using Effective Communication Strategies with Coworkers & Parents

2:00 p.m. - 4:00 p.m. Healthy Conflict Resolution Skill Building

Saturday, November 12th:

8:00 a.m. - 10:00 a.m. Personality Styles in the Workplace

10:00 a.m. - 12:00 p.m. Recognizing & Referring Children with Developmental Delays

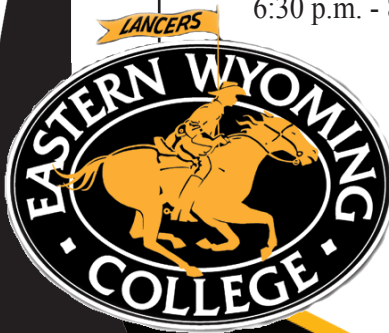
12:00 p.m. - 2:00 p.m. Leadership Skills for Working with Families Today

2:00 p.m. - 4:00 p.m. Drafting & Implementing Written Parent/Provider Agreements

Monday, December 5th:

6:30 p.m. - 8:30 p.m. Personality Styles in the Workplace

This series is designed to strengthen a child care provider's business, leadership and management skills.



Locations...

Torrington & other sites via the WEN video network
(Douglas, Glenrock, Lusk, Moorcroft, Newcastle & Wheatland)



To Register or for more information please contact
the Workforce Development Office...

**307.532.8328 or
workforce@ewc.wy.edu**