

CaymanChamber **TRAINING**

5th January 2005

Welcome to the first issue of **CaymanChamberTraining**, an electronic information service exclusively for members and supporters of the Cayman Islands Chamber of Commerce. This report is intended to keep you informed of training and professional development courses that are available to members and future members of the Chamber of Commerce. If you are aware of an upcoming training seminar, please send us the details so that we can inform other members. We reserve the right to edit for brevity. If you wish to be added or removed from the e-mail distribution list please contact info@caymanchamber.ky. For a complete list of upcoming training courses offered by the Chamber's Professional Development and Training Centre please visit www.caymanchamber.ky.

Seminars	Date & Time	Instructor	Registration Fee (Members)	Registration Fee (Future Members)
<u>Staff Productivity & Development</u>	Wednesday 12 January: 9:00 a.m. -1:00 p.m.	Kevin Pidwerbeski	\$75.00	\$100.00
	We all know that people are more productive when they practice productive behaviours. This seminar will help to identify those productive behaviours, and then give you the tools to improve staff effectiveness, competence and motivation including their interpersonal and intrapersonal skills.			
<u>Goal Setting for Managers</u>	Tuesday 18 January: 9:00 a.m. - 4:30 p.m.	Rod Waddell	\$125.00	\$200.00
	This course will teach managers how to set goals while making them measurable and meaningful to the organization. Strongly recommended to be taken in combination with "Motivating Employees" being offered on 20 th January.			
<u>Motivating Employees</u>	Thursday 20 January: 9:00 a.m. - 4:30 p.m.	Rod Waddell	\$125.00	\$200.00
	Understanding what effectively motivates people is paramount in the managing of your most valuable asset. This course will provide managers and supervisors with the understanding and tools needed to accomplish their business goals. Taking this course in combination with "Goal Setting for Supervisors" is strongly recommended.			
<u>Resolving Conflict in the Workplace</u>	Friday 21 January: 9:00 a.m. - 4:30 p.m.	Mark Stein	\$125.00	\$200.00
	With the growing need to seek faster, simpler and less costly ways to resolve the inevitable disputes of modern life, organizations are resorting to the use of Mediation and other forms of alternative dispute resolution to resolve internal and external disputes. Through role play and discussion, learn the principles of Mediation as a tool to resolve disputes, explore applications for its use, and overview the spectrum of conflict resolution techniques.			
<u>Successful Negotiation</u>	Wednesday 16 February: 9:00 a.m. - 4:30 p.m.	Rod Waddell	\$125.00	\$200.00
	Awaiting Information			
<u>Grammar & Writing Workshop</u>	16, 21, 23, 28 February: 6:00 - 8:30 p.m.	Sue Trull	\$200.00	\$275.00
	This course has been created to provide participants with the basic writing skills and practices to be confident in producing well structured office letters and memos.			

<u>Managing Employee Performance I</u>	Wednesday 23 February: 9:00 a.m. - 1:00 p.m.	Juliet DuFeu	\$75.00	\$100.00
	Learn the importance of communicating with employees, methods of communication & developing effective communication skills, obtaining employee feedback and conducting effective meetings. This is part 1 of a 4 part seminar.			
<u>Basics of Budgeting</u>	Tue & Thurs 8 & 10 March: 9:00 a.m. - 4:30 p.m.	Terry Carson	\$200.00	\$275.00
	This course will provide participants with the skills and knowledge to effectively develop and monitor a well structured budget.			
<u>Managing Employee Performance II</u>	Wednesday 16 March: 9:00 a.m. - 1:00 p.m.	Juliet DuFeu	\$75.00	\$100.00
	Laying the groundwork for optimum success with new employees, requirements under the law/contracts, job descriptions, probationary periods & evaluations and developing an orientation approach that works. This is part 2 of a 4 part seminar.			
<u>Learned Optimism</u>	Wednesday 23 March: 9:00 a.m. - 4:30 p.m.	Rod Waddell	\$125.00	\$200.00
	Learn how to change your mind and your life. This course will take participants through a range of exercises that will assist them in achieving an optimism never before experienced.			

Please note that all registration fees must be received in full before the course date. Cancellations received in writing at least 72 hours prior to course date will be refunded at the full amount. No shows will be charged the full amount.