

CaymanChamber **TRAINING**

31st January 2005

Welcome to the second 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>Successful Negotiation</u>	Wednesday 16 February: 9:00 a.m. - 4:30 p.m.	Rod Waddell	\$125.00	\$200.00
	Improving your negotiation skills ensures you get more of what you want. Learn to use the techniques highly successful negotiators use. Increases your ability to successfully negotiate with staff, customers or vendors. Attend this one-day intensive course and walk away with greater negotiating skill and confidence.			
<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.			
<u>Basics of Budgeting</u>	Tuesday & Thursday 8 & 10 March: 9:00 a.m.- 4:30 p.m.	Terry Carson	\$200.00	\$275.00
	Review the key steps in budget preparation including month end accruals and adjustments, preparation of special reports for management, cash flow analysis, as well as completion of variance analysis reports. Gain an understanding of the important factors used in budgeting.			
<u>Managing Employee Performance II</u>	Wednesday 16 March, 9:00 a.m. - 1:00 p.m.	Juliet DuFeu	\$75.00	\$100.00
	Lay the groundwork for optimum success with new employees. Developing an orientation approach that works for you and your new employee. Evaluate ways to discuss review, requirements under the law and contracts, job descriptions and probationary period evaluations.			
<u>Building Optimism Into Your Life</u>	Wednesday 23 March, 9:00 a.m.- 4:30 p.m.	Rod Waddell	\$125.00	\$200.00
	Enrich your life and find lasting happiness by using positive psychology. Identify and change the mental habits that hold you back. Learn how to use your personal strengths to make your work and your life more gratifying. Build in the positive thought patterns that lead to greater productivity at work and happiness at home.			
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.				

Course	Date & Time	Location & Contact Information	Cost
Breaking Free from a Break Up	Thursday 17 February, 5:30 p.m. - 7:00 p.m.	Women's Resource Centre, Elizabethan Square Phone: 949-0006 E-mail: cynthia.blekaitis@gov.ky	Free
	What about the children? Should I let him treat me this way? When am I going to feel better about this? If these thoughts look familiar come to a free workshop to learn how to break free!		
Word Introduction	Tuesday 1 February, 9:00 a.m. - 4:00 p.m.	Baraud Computer Training Centre, Century Yard, Cricket Square, Ph: 945-1770 or visit www.baraud.com	\$175 (Chamber Members) \$200 (Non-Members)

	Learn introductory word processing skills, such as creating, editing, formatting, retrieving, spell and grammar checking and preparing documents for printing.		
Excel Introduction	Wednesday 2 February, 9:00 a.m. - 4:00 p.m.	Baruad Computer Training Centre, Century Yard, Cricket Square, Ph: 945-1770 or visit www.baraud.com	\$175 (Chamber Members) \$200 (Non-Members)
	Learn introductory spreadsheet skills, such as creating, editing, formatting, retrieving, spell checking a workbook and setting up a document for printing. Learn how to create charts too.		
PowerPoint	Friday 5 February, 9:00 a.m. - 4:00 p.m.	Baruad Computer Training Centre, Century Yard, Cricket Square, Ph: 945-1770 or visit www.baraud.com	\$175 (Chamber Members) \$200 (Non-Members)
	Develop and create effective presentations. Learn how to add animation and transition to presentations as well as set the options required for smooth and effective presentations.		
Excel Intermediate	Wednesday 9 February, 9:00 a.m. - 4:00 p.m.	Baruad Computer Training Centre, Century Yard, Cricket Square, Ph: 945-1770 or visit www.baraud.com	\$175 (Chamber Members) \$200 (Non-Members)
	Learn how to create and edit headers and footers, fill series and templates. Also, review formulas and related functions and learn how to use 'If' statements, establish links with other data.		
Introduction to Computers	Monday 14 February, 9:00 a.m. - 4:00 p.m.	Baruad Computer Training Centre, Century Yard, Cricket Square, Ph: 945-1770 or visit www.baraud.com	\$175 (Chamber Members) \$200 (Non-Members)
	Learn about the Start button, the Taskbar, setting up shortcuts and folders, and controlling the Windows environment. This is <i>the</i> course for beginner users! Call Dave with any questions!		
Word Introduction	Tuesday 15 February, 9:00 a.m. - 4:00 p.m.	Baruad Computer Training Centre, Century Yard, Cricket Square, Ph: 945-1770 or visit www.baraud.com	\$175 (Chamber Members) \$200 (Non-Members)
	Learn introductory word processing skills, such as creating, editing, formatting, retrieving, spell and grammar checking and preparing documents for printing.		
Excel Introduction	Wednesday 16	Baruad Computer Training Centre,	\$175

	February, 9:00 a.m. - 4:00 p.m.	Century Yard, Cricket Square, Ph: 945-1770 or visit www.baraud.com	(Chamber Members) \$200 (Non-Members)
	Learn introductory spreadsheet skills, such as creating, editing, formatting, retrieving, spell checking a workbook and setting up a document for printing. Learn how to create charts too.		
Excel Intermediate	Thursday 17 February, 9:00 a.m. - 4:00 p.m.	Baruad Computer Training Centre, Century Yard, Cricket Square, Ph: 945-1770 or visit www.baraud.com	\$175 (Chamber Members) \$200 (Non-Members)
	Learn how to create and edit headers and footers, fill series and templates. Also, review formulas and related functions and learn how to use 'If' statements, establish links with other data.		
Word Intermediate	Tuesday 22 February, 9:00 a.m. - 4:00 p.m.	Baruad Computer Training Centre, Century Yard, Cricket Square, Ph: 945-1770 or visit www.baraud.com	\$175 (Chamber Members) \$200 (Non-Members)
	Learn how to create and edit headers and footers, apply paragraph borders, modify bulleted lists and paragraph numbers, create columns, insert graphics, and use tabs.		
Excel Intermediate	Wednesday 23 February, 9:00 a.m. - 4:00 p.m.	Baruad Computer Training Centre, Century Yard, Cricket Square, Ph: 945-1770 or visit www.baraud.com	\$175 (Chamber Members) \$200 (Non-Members)
	Learn how to create and edit headers and footers, fill series and templates. Also, review formulas and related functions and learn how to use 'If' statements, establish links with other data.		
Introduction to Computers	Monday 28 February, 9:00 a.m. - 4:00 p.m.	Baruad Computer Training Centre, Century Yard, Cricket Square, Ph: 945-1770 or visit www.baraud.com	\$175 (Chamber Members) \$200 (Non-Members)
	Learn about the Start button, the Taskbar, setting up shortcuts and folders, and controlling the Windows environment. This is <i>the</i> course for beginner users! Call Dave with any questions!		
Getting Back on Track	8 - 22 February, 5:30 - 7:00 p.m. Three weeks every Tuesday	The Wellness Centre, Cayman Business Park, Ph: 949-9355 or wellnesscentre@candw.ky	Call for costs
	Are you feeling stuck in the emotions of Hurricane Ivan? Are you having a hard time getting back into the swing of life? Join us for a time of support,		

	sharing and hope.		
Becoming Better Teens	16 February - 23 March, 3:30 - 5:00 p.m. Six weeks every Wednesday	The Wellness Centre, Cayman Business Park, Ph: 949-9355 or wellnesscentre@candw.ky	Call for costs
	A dynamic co-ed programme designed for teens ages 13-16 yrs who want to explore important issues for their generation.		
Mars & Venus	7 February - 21 March, 5:30 - 7:00 p.m. Six weeks every Monday	The Wellness Centre, Cayman Business Park, Ph: 949-9355 or wellnesscentre@candw.ky	Call for costs
	A couples workshop which will explore the myths and realities of creating a loving and lasting relationship.		
A Time for Women	1 March - 5 April, 5:30 - 7:00 p.m. Six weeks every Tuesday	The Wellness Centre, Cayman Business Park, Ph: 949-9355 or wellnesscentre@candw.ky	Call for costs
	This workshop will explore a variety of topics with the goal of discovering the power with in yourself to create a stronger more balanced life in 2005.		
Total Fitness	Saturday 19 February, 9:00 - 11:30 a.m.	The Wellness Centre, Cayman Business Park, Ph: 949-9355 or wellnesscentre@candw.ky	Call for costs
	Are you physically fit, but lacking emotional fitness? Do you want to learn how to take care of your body, mind and spirit? This one day workshop will focus on the 6 key elements of holistic fitness.		