

# SBETA BROWN BAG WEBINARS

## Lunch and Learn

Bring your lunch and get real world solutions for your workplace challenges, through the STAR12 program, brought to you by Rockhurst University Continuing Education Center, Inc. and sponsored by SBETA.

### Lunch Topics:

- 10/04/11 How to Collect More Money!
- 10/06/11 ADA & Reasonable Accommodation
- 10/07/11 Group Goal-Setting & Project Planning
- 10/10/11 The Extraordinary Benefits of Positive Thinking & Self-Talk
- 10/11/11 Top 10 Morale Improvement Strategies
- 10/12/11 Microsoft® PowerPoint® Smart Shortcuts and Expert Secrets
- 10/13/11 Mobile Marketing for Beginners
- 10/17/11 Managing Employees Who Have Rotten Attitudes or Lousy People Skills
- 10/18/11 How to Manage Priorities & Time
- 10/19/11 Generating Solid Sales Leads & Referrals
- 10/20/11 How to Write Effective Job Descriptions ... in Half the Time
- 10/24/11 The Essentials of Employee Onboarding
- 10/25/11 Secrets to Building, Growing, and Managing Your Facebook Fan Base
- 10/26/11 How to Be an Inspirational Leader
- 10/27/11 Mastering Excel® Functions & Formulas
- 10/31/11 Improving Mediocre Employee Performance

**No fee and no registration.**

For more information,  
contact Katrina Smith  
909-888-7881 ext. 269  
11 a.m. to 12 noon

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