



2010 Public Seminars Registration Form

Call (661) 288 1004 Email hello@newleaf-ca.com

Seminars

High quality local seminars to help your staff better manage themselves, lead others and build business financial intelligence.

When

Third Friday each month (8.30am – 12.30pm)
1/15, 2/19, 3/19, 5/21, 6/18, 7/16, 9/17, 10/15, 11/19

Who should attend

Anyone who wants to improve workplace performance – ideal for supervisory or non-supervisory employees

How much

\$237 per person
1 free seminar seat for every 3 booked

What's included

Welcome and mid morning break refreshments, parking and a quality workbook.

Our Promise

We promise the best content, the best facilitation and the best results!

	1/15	2/19	3/19	5/21	6/18	7/16	9/17	10/15	11/19
Four Locations	Jan.	Feb.	Mar.	May	Jun.	Jul.	Sept.	Oct.	Nov.
Santa Clarita Valley	TM	TE	WDVD	BGG	BFI	WLB	PRC	CCS	P&IPE
Sherman Oaks	P&IPE	CCS	TM	TE	WDVD	BGG	BFI	WLB	PRC
Old Town Pasadena	WLB	PRC	CCS	P&IPE	TM	TE	WDVD	BGG	BFI
Downtown Los Angeles	BGG	BFI	WLB	CCS	PRC	P&IPE	TM	TE	WDVD

See Back of Registration Form for Seminar Descriptions OR the Seminars link on our website (newleaf-ca.com)

Workplace Diversity – Valuing Differences (WDVD)
Personal and Interpersonal Effectiveness (P&IPE)
Work/Life Balance and Effective Goal Setting (WLB)

Customer Centered Service (CCS)
Positively Reducing Conflict (PRC)
Business Financial Intelligence (BFI)

Team Excellence (TE)
Bridging the Generation Gap (BGG)
Time Management (TM)

Name(s)	Organization	Seminar Code eg. TM for Time Management	Date mm/dd	Location 1 = Santa Clarita Valley 2 = Sherman Oaks 3 = Old Town Pasadena 4 = Downtown Los Angeles	Cost
					\$237.00
					\$
					\$
					FREE
TOTAL					\$

I enclose a check for \$ _____ payable to 'Newleaf California LLC'.

Please invoice the amount of \$ _____ (payable on invoice) Signed: _____

Name: _____ Telephone #: (_____) _____

Organization: _____

Address: _____

How did you hear about these Public Seminars? _____

Please mail Registration Form to: Newleaf Training and Development, 27433 Tourney Road, Ste. 120, Valencia, CA. 91355
or Fax: (661) 288 1170

Time Management (TM) *Get things done without losing friends and alienating colleagues!*

It's more important than ever that we manage our time effectively and efficiently. Crucial relationships at work become strained when time is not respected, projects run over, messages are not managed, meetings have no agenda or real schedule and an open door policy becomes a nightmare.

Learn to:

Better manage email, meetings, and interruptions/Improve relationships/Increase trust and reduce costs

Personal and Interpersonal Effectiveness (P&IPE) *How to get along better with yourself and others in the workplace!*

Organizations that help develop the emotional intelligence of their employees are the same organizations that benefit from extraordinary business results, successful projects, excellent teams and tend to nurture their own pipeline of future leaders.

Learn to:

Build a positive attitude/Improve your performance mindset/Use words and actions to help others

Work/Life Balance and Effective Goal Setting (WLB) *STOP the World – I want to get off!*

As our work lives become more intense many people find themselves over scheduled, over committed and under resourced. Individuals that have mastered balance between their personal and professional lives make better contributions in all aspects of their lives. This seminar is full of practical ideas for how to improve work/life balance and how to set and achieve your highest priorities.

Learn to:

Better balance your life/Focus on your highest priorities/Set and achieve goals

Bridging the Generation Gap (BGG) *Discover what's cool about each generation and how to work together*

We now have four generations in the workplace. Each of these grew up with different values and is trying to contribute to the new world of work; one where the rules of engagement are constantly changing. This seminar will help you understand yourself and others better.

Learn to:

Understand generational issues/Inspire each generation/Improve workplace productivity

Team Excellence (TE) *Yes, we're on the same team but does that mean we work well together?*

This seminar speaks directly to the essential elements that need to exist for a team to excel. Teams can achieve more than the work of any one person. This seminar addresses how traditional onsite teams, project teams and remote teams can create the synergy that's necessary in today's global market.

Learn to:

Improve team dynamics/Achieve greater collaboration/Apply proven team techniques

Customer Centered Service (CCS) *How to ensure your customers rave about you and you don't get outsourced!*

This seminar is packed full of proven and practical methods to significantly and sustainably improve external and internal customer service. You will be enthused and motivated to return to work with renewed energy and a spirit to serve!

Learn to:

Radically improve customer service/Put the WOW into what you do/Be remarkable to your customers and colleagues

Positively Reducing Conflict (PRC) *Are they bad people? No, they're just different and so are we!*

Negative conflict within organizations damages morale, productivity and team effectiveness. This action packed seminar will teach you how to identify the cause of negative conflict and will help you better understand yourself and others. You will understand the six human needs and will apply proven techniques to positively reduce conflict in your workplace.

Learn to:

Make the workplace a better place to be!/Improve morale and productivity/Better understand how to work with others

Business Financial Intelligence (BFI) *All the things you wanted to know about business finance but were afraid to ask!*

Very few people understand the language of business or how to read the basic financial statements of their employer, let alone their competitors or clients. This seminar will enhance your marketability in the workplace and help you make a better contribution to your company's money making model. Better understand profit and loss statements, balance sheets, cash flow reports and capital investment appraisal methods.

Learn to:

Understand what the CEO is talking about!/Read business statements like a book/Improve business decisions

Workplace Diversity – Valuing Differences (WDVD) *Similarities can be as important as the differences!*

A diverse workplace between genders, generations, beliefs and ethnicities can create all sorts of challenges for today's employee and supervisor. California remains the most diverse state but are we really harnessing this tapestry of talent? This seminar will explore similarities and differences to help maximize our effectiveness.

Learn to:

Explore the rich tapestry of today's workforce/Bring the best out of everyone/Build a workplace culture that excels