



## BSTI PRODEV\* Seminars: Spring Schedule

Seminar	Date	Time
<b>50 Tips for Better Communication</b>	April 7, 2010	1:00 - 4:00
	April 8, 2010	9:00 - 12:00
<b>Customer Service in the Information Age</b>	April 14, 2010	9:00 - 12:00
	April 15, 2010	1:00 - 4:00
<b>25 Tips for Managing Email</b>	April 21, 2010	1:00 - 4:00
	April 22, 2010	9:00 - 12:00
<b>Closing the Sale</b>	April 28, 2010	9:00 - 12:00
	April 29, 2010	1:00 - 4:00
<b>Social Media 101: Introduction &amp; Setup</b>	May 5, 2010	1:00 - 4:00
	May 6, 2010	9:00 - 12:00
<b>Better Business Writing</b>	May 12, 2010	9:00 - 12:00
	May 13, 2010	1:00 - 4:00
<b>Social Media 202: Marketing &amp; Networking</b>	May 19, 2010	1:00 - 4:00
	May 20, 2010	9:00 - 12:00
<b>Correcting Performance Problems</b>	May 26, 2010	9:00 - 12:00
	May 27, 2010	1:00 - 4:00
<b>Conducting Meetings</b>	June 2, 2010	1:00 - 4:00
	June 3, 2010	9:00 - 12:00
<b>Successful Supervision</b>	June 9, 2010	9:00 - 12:00
	June 10, 2010	1:00 - 4:00
<b>Effective Presentations</b>	June 16, 2010	1:00 - 4:00
	June 17, 2010	9:00 - 12:00
<b>Stress Management</b>	June 23, 2010	9:00 - 12:00
	June 24, 2010	1:00 - 4:00
<b>Pivot Tables</b>	June 30, 2010	1:00 - 4:00
	July 1, 2010	9:00 - 12:00
<b>*Professional Development</b>		