

# 2012 Seminar Schedule



Accident Investigation Fundamentals	May 17	October 11		
Advanced Finance and Budgeting	February 9	June 14	November 8	
Anger in the Workplace	April 17	November 6		
Assertiveness	March 7	December 5		
Being Your Best Self	April 3, 10	July 17, 24	September 11,18	
Business Writing and E-Mails	February 2, 9, 16, 23	June 6,13, 20 ,27	October 30, Nov. 6,13,20	
Coaching, and Counseling Employees	February 21	May 8		
Conflict in the Workplace	March 13	September 25		
Create Winning Marketing Messages	March 6	May 22	July 11	October 24
Creating & Delivering Presentations	April 26	June 19	October 16	
Customer Service	January 25	June 21	October 18	
Dealing with Difficult Personalities	May 16	October 17		
Developing On-The-Job Training	April 13	September 21		
Directory Advertising: Tips	August 2	September 20	October 10	
Employment Law Basics	January 11	April 11	August 8	November 14
Finance for Non-Financial Professionals	January 26	May 24	October 24	
Getting it Right! Grammar, Mechanics	January 18	April 4	August 8	
Getting Organized	January 4	April 18	July 18	December 19
Getting Time on Your Side	April 6	September 14		
HR Legal Symposium 1 Series	Jan 9, Feb 2, 15, 29, Mar 7			
HR Management Series Basic	Feb 13, 20, 27, Mar 5, 12, 19, 26, Apr 2			
HR Management Series Advanced	April 9, 16, 23, 30, May 7, 14			
Harassment and Diversity Awareness	January 24	April 17		
Having the Title, Earning the Respect	February 1 & 8	May 3 & 10	December 6 & 13	
How to Hold Your Staff Accountable	February 8	May 2	September 12	
How to Be a Valued Employee	February 15	May 9	September 18	
How to Sell the Way Your Customer Buys	February 16	June 13		
Leadership	Feb 10, 17, 24, March 2, 9	June 8, 15, 22, 29, July 13	Oct. 12, 19, 26, Nov. 2, 9	
Leading the Safety Process	May 14	October 8		
Listening	March 8	September 13		
Manage Employees from Every Generation	March 28	June 7	September 27	
Managing Email- Webinar	February 6	May 21	July 23	October 22
Managing Emotions in the Workplace	March 15	September 20		
Managing the Emergency	May 16	October 10		
Marketing & Advertising	February 14	June 12	September 11	December 11
Mastering Direct Mail	March 26	September 26		
OSHA Record Keeping	May 15	October 9		
Performance Management Basics	April 25	November 21		
Personal Effectiveness	March 21	October 31		
Performance Reviews and Coaching	January 12	November 16		
Power Up Your Print Advertising	April 18	October 16		
Project Management	February 22	August 22	November 7	
Safety Committee Operations	May 15	October 9		
Strategic Thinking	May 11	October 5		
Success by Design through Goal Setting	March 21	May 30	October 3	December 13
Supervision	Mar 8, 15, 22, 29, Apr 5, 12, 19, 26		Oct 4, 11, 18, 25, Nov 1, 8, 15, 22	
Target Market Sharpshooting	January 17	April 12	August 7	November 14

*Seminar dates are subject to change.*

**Check the Calendar of Events at [RochesterBusinessAlliance.com](http://RochesterBusinessAlliance.com) for current information**