

SKAE Learning 2008 Course & Seminar Schedule

Course	Date	# Days	Investment	Code
June				
Mastering Sales Objections	Mon, June 16	1 Day	\$250.00	SLSM420
Closing the Sale, Building the Relationship	Wed, June 18	1 Day	\$250.00	SLSM455
Time Management for Peak Performance	Fri, June 20	1 Day	\$250.00	SLCD150
Sales Planning: The Often Overlooked Critical Step	Mon, June 23	1 Day	\$250.00	SLSM460
Stand Up & Be Assertive	Wed, June 25	1 Day	\$250.00	SLCD115
Email Etiquette	Thurs, June 26 12:00-1:00	Lunch Time SS	\$39.00	SDSWI600
July				
Supervisory Skills 101	Mon, July 14 – Tue, July 15	2 Days	\$500.00	SLLM275
Productive Meeting Management	Wed, July 16	1 Day	\$250.00	SLLM250
Taking the Stress out of Management	Mon, July 21	1 Day	\$250.00	SLWI615
Understanding & Managing Generational Differences	Wed, July 23	1 Day	\$250.00	SLWI670
Creating an Ethical Workplace	Thu, July 24 – Fri, July 25	2 Days	\$500.00	SLWI650
Project Management: Understanding the Basics	Mon, July 28-- Wed July 30	3 Days	\$750.00	SLLM255
How to Write Winning Reports & Proposals	Thu, July 31--Fri, Aug 1	2 Days	\$500.00	SLCD110
Aug.				
Project Management Intermediate: Taking Your Project to the Next Level	Mon, Aug. 4	1 Day	\$250.00	SLLM265
Prospecting and Cold Calling Like a Pro	Tue, Aug. 5	1 Day	\$250.00	SLSM405
Maximize Marketing, Minimize Cost	Wed, Aug. 6	1 Day	\$250.00	SLSM445
Teams: The Better Way to Peak Performance	Thu, Aug. 7	1 Day	\$250.00	SLWI625
Project Management Advanced: Accelerated Results	Mon, Aug. 11	1 Day	\$250.00	SLLM270
How to Solve Problems and Make Great Decisions	Tue, Aug. 12 – Wed, Aug. 13	2 Days	\$500.00	SLWI610
Mastering Sales Objections	Thu, Aug. 14	1 Day	\$250.00	SLSM420
Power Negotiating Skills	Tue, Aug. 19	1 Day	\$250.00	SLSM450
Sales Planning: The Often Overlooked Critical Step	Wed, Aug. 20	1 Day	\$250.00	SLSM460
September				
Time Management For Peak Performance	Wed, Sept. 10,	1 Day	\$250.00	SLCD150
Closing the Sale, Building the Relationship	Fri, Sept. 12,	1 Day	\$250.00	SLSM455
Effective Budget Management	Mon, Sept. 15, – Tue, Sept. 16,	2 Days	\$500.00	SLLM205
Email Etiquette	Wed, Sept, 17 12:00-1:00	Lunch Time SS	\$39.00	SDSWI600

September--continued				
Leadership: Coaching for Performance	Thu, Sept. 18,	1 Day	\$250.00	SLLM220
Understanding and Leveraging Human Resources	Mon, Sept. 22, – Wed, Sept. 24,	3 Days	\$750.00	SLLM230
How to Become a Great Supervisor	Thu, Sept. 25,	1 Day	\$250.00	SLLM280
Customer Service for Managers	Mon, Sept. 29,	1 Day	\$250.00	SLLM200
October				
Efficient Inventory Management	Wed, Oct. 1,	1 Day	\$250.00	SLLM210
Prospecting & Cold Calling Like a Pro	Fri, Oct. 3,	1 Day	\$250.00	SLSM405
Leadership: Stand Out & Move Up	Mon, Oct. 6, – Wed, Oct. 8,	3 Days	\$750.00	SLLM215
Effective Questioning to Generate Interest	Fri, Oct. 10,	1 Day	\$250.00	SLSM410
Managing & Motivating For Peak Performance	Tue, Oct. 14,	1 Day	\$250.00	SLLM240
Leadership: Delegation for Acceleration	Thu, Oct. 16,	1 Day	\$250.00	SLLM225
Presenting Your Solution	Fri, Oct. 17,	1 Day	\$250.00	SLSM415
Leveraging Technology	Mon, Oct. 20, – Tue, Oct. 21,	2 Days	\$500.00	SLCD155
Five Dysfunctions of a Team	Wed, Oct. 22-23	2 Days	\$600.00	5 DYS
Power Negotiating Skills	Fri, Oct. 24,	1 Day	\$250.00	SLSM450
November				
Motivate to Accelerate: Getting to What Really Matters	Mon, Nov. 3,	1 Day	\$250.00	SLLM235
Email Etiquette	Tues, Nov, 4 12:00-1:00	Lunch Time SS	\$39.00	SDSWI600
Exceeding Customer Service Expectations	Wed, Nov. 5–Thu Nov. 6,	2 Days	\$500.00	SLCD135
Mastering Sales Objections	Fri, Nov. 7,	1 Day	\$250.00	SLSM420
Administrative Assistant Strategies	Mon, Nov. 10, – Tue, Nov. 11,	2 Days	\$500.00	SLCD140
Closing the Sale, Building the Relationship	Fri, Nov. 14,	1 Day	\$250.00	SLSM455
Building & Motivating High Performance Teams.	Mon, Nov. 17,	1 Day	\$250.00	SLLM245
Time Management for Peak Performance	Wed, Nov. 19,	1 Day	\$250.00	SLCD150
Sales Planning: The Often Overlooked Critical Step	Fri, Nov. 21,	1 Day	\$250.00	SLSM460
December				
Performance Reviews: Energize Your Workforce with Effective Reviews	Wed, Dec. 3, – Fri, Dec. 5,	3 Days	\$750.00	SLWI630
Prospecting & Cold Calling Like a Pro	Mon, Dec. 8,	1 Day	\$250.00	SLSM405
Becoming a Skilled Communicator	Tue, Dec. 9, – Wed, Dec. 10,	2 Days	\$500.00	SLCD125
How to Take Minutes at a Business Meeting	Thu, Dec. 11,	1 Day	\$250.00	SLCD145
How to Build a Safe Workplace	Fri, Dec. 12,	1 Day	\$250.00	SLWI660
Building an Effective New Employee Orientation Program	Mon, Dec. 15, – Tue, Dec. 16,	2 Days	\$500.00	SLWI605