



Virtuous Enterprises, Inc.
4305 St. Barnabas Road, Suite 400, Temple Hills, MD 20748
www.veinc.org



Spring Forward Your Professional Skills
and Watch Your Career Bloom



Workshop Descriptions

Creating & Maintaining Life Balance - This workshop will help individuals to better manage stress in their lives. **June 5-9:30— 4:30 pm; Cost \$65**
Career Search 101 - This workshop will teach attendees how to get organized and prepared to secure the career they want in today's competitive and exciting marketplace. **June 9— 9:30 - 1:30 pm; Cost \$49**

Effective Business Writing—The ability to express ideas clearly is important to succeed in work and business environments. Workshop participants will learn effective strategies to sharpen their writing skills, structure ideas logically, exercise diplomacy in letters and reports, and shape sound arguments. **June 10 — 9:30 am - 4:30 pm; Cost \$70**

Fundamentals of Communications—This workshop provides an overview of the basic principles of business communication. It provides guidelines and best practices on how to effectively converse in the workplace to improve productivity and mutual understanding in culturally diverse business organizations. **June 11 - 9:30 am - 4:30 pm; Cost \$70**

Surviving a Layoff - This workshop will teach participants how to cope with the anger and hurt of being laid off; how to manage their money, and strategies to get off the unemployment roll quickly. **June 12 - 9:30 am—1:30 pm; June 18 - 9:30 am — 4:30 pm Cost \$49**

Introduction to the Personal Computers—Participants will learn basic computer concepts and skills related to IBM and compatible computers and will receive a thorough introduction to the hardware components of a personal computer. **June 16—9:30 am—4:30 pm; June 24 & 26 - 6:00 - 9:00 pm; Cost \$65**

Effective Presentations— Workshop participants will gain active listening skills to facilitate and exchange ideas during meetings and presentations; learn how to organize ideas to create convincing oral presentations, and use public speaking techniques to strengthen their presentation delivery. **June 17—9:30 am - 4:30 pm; Cost \$70**

Fundamentals of Customer Service— This workshop provides guidelines and best practices for providing excellent customer service that will enable frontline associates and service staff in back-up and support positions build, maintain, and increase a loyal customer base. **June 19 - 9:30 am - 4:30 pm; Cost \$70**

Out of Hook & Out of Debt— This is a crash workshop to teach participants how to eliminate debt through practical debt reducing concepts. **June 20 - 9:30 am—1:30 pm; June 28— 9 am—1 pm; Cost \$49**

Introduction to Windows XP— Workshop participants will learn how to create documents, organize files, work with Internet Explorer, and set-up email accounts using Microsoft Outlook or Outlook Express. **June 30 - 9:30 am—4:30 pm; Cost \$65**

REGISTRANT INFORMATION (ONE REGISTRANT PER FORM)

NAME _____

ADDRESS _____

CITY _____

STATE _____

DAY PHONE _____

CELL _____

Title	Date(s)	Cost

PLEASE REGISTER ME FOR THE FOLLOWING WORKSHOP(S)

All workshops will be conducted at VEINC's office. Make your check or money order payable to **Virtuous Enterprises, Inc.** and mail to 4305 St. Barnabas Road, Suite 400, Temple Hills, MD 20748 one week prior to scheduled workshop date. To register online, visit <http://www.veinc.org/events/Events.html>. A \$35 charge will apply to checks returned for insufficient funds. Refunds will be provided upon written request two weeks prior to workshop date less a \$25 non-refundable fee. Cancellations made after the workshop date will not be eligible for a refund. A full refund will be issued to registrants for workshops cancelled by VEINC. Inquires call 301.316.1955 x0 or email events@veinc.org.