



Training Opportunity

Course Title:	Managing Projects and Priorities
Date(s)/Time:	November 3, 2004 830am-400pm
Location:	Four Points Sheraton Hotel 1000 Glenn Hearn Blvd, Huntsville, AL Event #1407141
Tuition:	\$150* (Special rate only when registering thru SC CPOC)
Vendor:	National Seminars
Course Manager:	Louise Olszewski at Louise.Olszewski@cpocscr.army.mil 256 842-6670/DSN 788-6670
Cancellation Policy	If reservation is cancelled, credit is given for a future seminar or you may substitute another employee.

Who Should Attend: If any of these following scenarios sound all too familiar, this workshop will greatly benefit you. In just one day of training, you'll learn powerful solutions to each problem below, and dozens more! Take a look...

- Many or most of the tasks in front of you right now are "hot" or "ASAP."
- More work is required than can reasonably be accomplished in the time allotted.
- You always feel behind, even though you often come in early and stay late.
- Stress is undermining the attitudes and behavior of key people, including you.
- You currently have no system for tracking projects or priorities.
- You sometimes have trouble gaining cooperation from others for your projects or tasks.

Course Description:

For career-minded professionals like you, success can be a double-edged sword. On one side, you excel at your job and are valued in your organization. But with that comes increased responsibility. More work. Additional projects heaped upon your plate. More demands on your time. Everything and everyone cries out for your immediate attention.

1. Balance competing priorities
2. Master vital planning techniques
3. Stay on top of critical deadlines
4. Be prepared to handle change
5. Set aggressive yet realistic goals
6. Bring projects in on time, on track, on budget

Registration Information:

Registration Deadline: October 15, 2004

Participants should follow local procedures for securing approval to attend this course. After receiving approval, contact Louise Olszewski at Louise.Olszewski@cpocscr.army.mil for a space in the course. Your organization's Credit Card Holder should complete and fax the attached payment authorization sheet to Louise Olszewski prior to the course start to enter your name on the course roster.

Additional Information:

*The price quoted in this announcement is only available through the SC CPOC course manager. Employees should fax a copy of training certificate to course manager to receive credit in DCPDS training record. Fax number is 256 876-3627/DSN 746-3627.

South Central Region Human Resources Development Payment Authorization Sheet

This document confirms approval of the following individual(s) to attend this training program and authorizes the vendor to charge the listed tuition amount to the attendee's organization. **If multiple employees are attending from the same organization attach a separate sheet listing each additional employee's name, phone number and e-mail address.** Fax completed document(s) to: **256-876-3627 (DSN 746-3627)**. If you have questions, please call Louise Olszewski, 256 842-6670 (DSN 788).

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Employee Name:
Organization:
Installation:
Phone number:
FAX number:
E-Mail Address:

Cardholder Name

Cardholder phone number
(commercial number with area code)

Payment Information

Please charge the tuition amount to:
Purchase Card #:

Expiration Date _____

Please contact the cardholder listed above to obtain
purchase card information.

Receipt Information

I do not require a receipt for this service **OR**

Please send receipt to (provide address, fax and/or
e-mail):

E-Mail (Optional)

Commercial FAX Number (Optional):

Signature of purchase card holder

Date