

Please register the following:

January 20th:

February 17th:

March 17th:

April 21st:

May 19th:

June 23rd:

July 21st:

August 25th:

September 15th:



October 10th:



November 17th:

December 15:

Amount Due		
January	_____ Reservations	\$ _____
	_____ Sponsorships	\$ _____
February	_____ Reservations	\$ _____
	_____ Sponsorships	\$ _____
March	_____ Reservations	\$ _____
	_____ Sponsorships	\$ _____
April	_____ Reservations	\$ _____
	_____ Sponsorships	\$ _____
May	_____ Reservations	\$ _____
	_____ Sponsorships	\$ _____
June	_____ Reservations	\$ _____
	_____ Sponsorships	\$ _____
July	_____ Reservations	\$ _____
	_____ Sponsorships	\$ _____
August	_____ Reservations	\$ _____
	_____ Sponsorships	\$ _____
September	_____ Reservations	\$ _____
	_____ Sponsorships	\$ _____
October	_____ Reservations	\$ _____
	_____ Sponsorships	\$ _____
November	_____ Reservations	\$ _____
	_____ Sponsorships	\$ _____
December	_____ Reservations	\$ _____
	_____ Sponsorships	\$ _____
Total Due		\$ _____

Cash, Checks and Credit Cards are Accepted:

Agenda		
<u>Date</u>	<u>Seminar Topic</u>	<u>Facilitator</u>
1/20/10	Budget Basics Tips and Tools	Rhonda Gilreath
2/17/10	Developing a Marketing Plan	Danielle Foster
3/17/10	Coaching for Performance Improvement	Chris Harben
4/21/10	Deliver Exceptional Customer Service	Teresa Miller
5/19/10	Basics of Spreadsheet Applications & Design	Laura Ketter
6/23/10	Eight Steps to Easy, Effective Planning & Organizing	Chris Harben
7/21/10	How to Thrive In these Economic Times	Chris Harben
8/25/10	Surprise Everyone! Have an Effective Meeting!	Chris Harben
9/15/10	Performance Evaluations Made Easy	Laura Ketter
10/20/10	You're HIRED!	Sharon Perry Nause
11/17/10	Soft Skills, A Resume Isn't Always Enough	Kim Lamb
12/15/10	Change: (How to) DEAL WITH IT!	Chris Harben



**The Tiffin Area
Chamber of Commerce
and
Tiffin University
Present the
2010
Business Breakfast Break Series**

Time and Date:
8:00 A.M. the third Wednesday
of each month
(45 Minute Session)

Location:
Hertzer Room 105
Tiffin University Campus.

2010
January 20
February 17
March 17
April 21
May 19
June 23
July 21
August 25
Sept. 15
Oct. 20
Nov. 17
Dec. 15

Each Breakfast cost:
\$5 for Chamber Members
\$10 for Non Chamber Members

Business Breakfast Break Seminar Descriptions

January 20th - Budget Basics - Tips and Tools (Rhonda Gilreath)

An experienced accountant will teach general techniques to record income and expenses and track invoices. Learn basic practices common to the financial operation of a business.

February 17th - Developing a Marketing Plan: (Danielle Foster)

A professional will guide participants through the necessary steps to create a basic, effective marketing plan for promoting an event, product, service, or an entire business. Receive a template and instructions to personalize your plan.

March 17th - Coaching for Performance Improvement (Chris Harben)

Learn how to effectively motivate your staff to achieve higher performance standards. Understanding and practicing easy coaching techniques will assist in developing better employee relationships while working towards objectives.

April 21st - Deliver Exceptional Customer Service (Teresa Miller)

Learn the strategies to help train yourself and your staff in reaching new levels of customer service. The focus of the seminar will be the tips necessary to work effectively with others and create an environment customers appreciate.

May 19—Basics of Spreadsheet Application and Design (Laura Ketter)

Using technology to effectively organize the track information can be easy if you understand basic spreadsheet functions. Become proficient in using computer applications from an expert in the field.

June 23rd—Eight Steps to Easy, Effective Planning and Organizing (Chris Harben)

The key to success is planning and the key to planning is anticipation. Get ready to learn easy steps to help you manage a variety of events and activities.

July 21st—How to Thrive in these Economic Times (Chris Harben)

With the economy affecting jobs, services, and finances, it's never too late to learn a few tips to control costs, reduce expenses, and market effectively to the right audience.

August 25th - Surprise Everyone! Have an Effective Meeting! (Chris Harben)

If you have too many meetings that are unproductive and unnecessary, unfocused and repetitive, this session will help you to take charge, create enthusiasm, and make every meeting matter.

September 15th—Performance Evaluations Made Easy (Laura Ketter)

Learn the basics of appraising performance for your employees, yourself, or your supervisors. The facilitator will provide several examples of widely used performance evaluation tools.

October 20th—You're Hired! (Sharon Perry Nause)

Replacing employees or finding a new hire takes time and careful attention to important human resource functions. Explore techniques to effectively interview candidates, check references and determine the best candidate.

November 17th—Soft Skills..A Resume Isn't Enough (Kim Lamb)

There a plenty of skills that can't be measured or listed on a resume but are essential in the office. Recognize the list of soft skills and gain insight into creating a better business environment.

December 15th—Change: (How to) DEAL WITH IT! (Chris Harben)

In a dynamic business environment, change is a constant and can come from both internal and external sources. Learn to identify the need for change, influence resisters, and become a change agent.

Seminar Sessions:

A monthly series of morning refreshers to help motivate and develop your staff. These 45-minute engaging sessions are designed to jumpstart your day and give you practical tips to take back to the office.



Coffee, juice and refreshments will be provided at 7:45 AM.

Space is Limited



To Register:

Contact the Tiffin Area Chamber of
Commerce:
62 South Washington Street
Tiffin, Ohio 44883

Phone: 419-447-4141 or
Email: info@tiffinchamber.com

\$5 for Chamber Members
\$10 for Non Chamber Members

**You May Purchase All 12
Seminars for the Price of 11**

The following sponsorships are available:

Place Setting Sponsor:

\$50 member / \$100 non-member
Place marketing materials at each seat
and receive one complimentary en-
trance pass.

Exhibitor Display Table Sponsor:

\$50 member / \$100 non-member
Opportunity to set-up display table and
receive one complimentary entrance
pass.

Breakfast Sponsors:

\$25 member / \$50 non-member
Logo advertisement on breakfast table.

My Business would like to be a

Sponsor in the following months:

My Business would like to be a

Sponsor in the following months:

Company Name

Chamber member _____ Yes _____ No
Dues must be current.