

How savvy are you?

LEADERSHIP SERIES SPRING 2008

The Basics of Business Etiquette

Presented by Latoria J. Carroll,
an experienced Human Resources professional

Learn the essential business skills that present the "total professional package" in today's environment. Can you dine with the best of them and still land that dream job?

Learn to:

- Communicate effectively
- Make a great first impression
- Develop networking skills
- Dine with dignity
- Seal the deal!

Thursday, March 6, 2008

Des Plaines Campus

Training is from 4:30 to 5:30 p.m.

Dinner (the test) begins at 6 p.m.

There is limited reserved dinner seating for dinner.
An RSVP is required. Call 847.635.1699.

Admission is FREE. Come ready to learn and to eat!

Sponsored by the Board of Student Affairs Leadership training.



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