

Administrative Professionals' DAY:

“Creating the Fun Factor at Work” ☺



Wednesday, April 22, 2009

9:00 a.m. – 1:00 p.m. - Room 401A @ HCC

Featuring John Formica

**\$15.00 (includes lunch) payable to Halifax Community College.
Registration is required by Friday, April 17, 2009.**

The Seminar:

One of the most productive tools in business and in life that is left out of many organizations is the ability to have “Fun” in the workplace. Absenteeism and turnover are reduced; anxiety and stress are replaced with enthusiasm, excitement, creativity and energy. Among other things, attendees will learn:

- Tips to keep things fresh and exciting at work.
- How to let go of baggage that zaps your positive energy.
- The power of being optimistic.
- Using humor and fun to build positive relationships at work.

John Formica:

John has spent 30 years as a Leader with the Walt Disney Resort organization and other top service industries. He is a dynamic and memorable speaker you will enjoy and learn from.



Yes, I plan to attend the “Administrative Professionals’ Day” seminar on Wednesday, April 22, 2009. The seminar fee is \$15.00, payable by April 17th, which includes lunch. Payment is expected regardless of attendance unless cancellation is received 24 hours prior to the date of the seminar.

Name (s) _____

Business _____ Phone # _____

Address _____

Number Attending _____ Amount Enclosed \$ _____ Bill Me _____ Contact Person _____

Return this form to Halifax Community College by mail to: Continuing Education Department, PO Drawer 809, Weldon, NC 27890, or fax to: (252) 536-2241 or call: (252) 536-7261.