



SAVE THE DATE!

BUSINESS INNOVATION 2009
Empowering Business in a New Economy

Wednesday, September 23
7 am – 3:30 pm
The Plaza Hotel & Suites, Wausau



Hosted by The Chamber, Wausau Region and sponsored by Partners in Innovation
 Learn more and register at www.wausauchamber.com

PROFESSIONAL ADVISORS FALL SYMPOSIUM

Wednesday, October 14, 2009
Westwood Conference Center
8 am – 4 pm
Earn 8 WI OCI Continuing Education hours including 2 hours of ethics
 Call 715-261-6294 for a brochure or go to our website:
www.uwmc.uwc.edu/continuing_education

PASSPORT TO RETIREMENT

#2701

4 sessions, Tuesdays
September 22, 29, October 6 & 13
6:30 – 9:00 PM **Room 180**
Instructor: Meryl Kelch
Fee: \$49 per household

Whether you're 10 days, 10 months or 10 years away from retiring, there are a number of key issues to address before you can make that move. Are you prepared for one of the biggest transitions of your life? You'll need a comprehensive plan to accomplish all your goals. Then you will need to review and revise your plan on an ongoing basis to make sure you're on track.

This course curriculum is designed for people who are serious about gaining money management knowledge. Attendees should commit to several evening sessions and a few hours of homework.

Meryl Kelch is the owner of Kelch and Associates, LLC, a planning, investing and consulting business.

FACE LIFT

#2050

1 session, Wednesday
September 30
5:30 – 7:00 PM **Room 090**
Instructor: Sandra Grass
Fee: \$15

Misunderstandings and unintended offenses are just some of the ways person-to-person communication can go wrong. When we communicate with each other, we run great risks. Research evidence and anecdotal reports indicate that everyone can improve their ability to see and understand facial nonverbal communication signs that are significant for understanding other people.

This course is an introduction to face reading for improved communications in both personal and professional relationships. You will also gain some clues to your own life purpose.

Sandra Grass is state certified as a Mental Health Counselor. She has done post-graduate work in neurobiology, psychology, kinesiology and natural health.

STEP-BY-STEP GUIDE TO EVICTIONS SECTION A

#2703

1 session, Wednesday
September 23
6:30 – 8:00 PM **Room 089**

OR

SECTION B

#2704

1 session, Wednesday
November 18
6:30 – 8:00 PM **Room 090**
Instructor: John H. Fischer
Fee: \$19

Evicting tenants is the single most difficult thing landlords must do, both legally and ethically. This course is designed to help with the legal aspect, including defining a breach of lease, sending the proper notice and covering Marathon County's small claims court procedure.

LANDLORD/TENANT LAW IN WISCONSIN

#2702

4 sessions, Wednesdays
October 7, 14, 21 & 28
6:30 – 8:00 PM **Room 090**
Instructor: John H. Fischer
Fee: \$49 **0.8 CEU**

Learn about your rights and responsibilities under the law. This course will cover the laws that regulate landlords and tenants in Wisconsin and help you through the alphabet soup of federal regulations. It will include an in-depth look at WI Statute 704 as well as ATCP Rule 134 along with various federal law issues such as discrimination and fair housing.

The course has been updated to include recent changes in the law that have to do with foreclosure actions, domestic violence, and the lead-based paint rules to take effect in 2010.

RECENT CHANGES IN LANDLORD/ TENANT LAW #2705

1 session, Wednesday

November 4

6:30 – 8:00 PM

Room 090

Instructor: *John H. Fischer*

Fee: \$19

0.2 CEU

This course is designed for those who have attended previous landlord/tenant law classes. There have been recent changes in state law pertaining to domestic violence in rental properties as well as how foreclosures impact tenants. There are also new changes in federal laws dealing with lead-based paint. During this class, only the recent changes in landlord-tenant law will be covered.

John Fischer has worked in the real estate business investment industry since 1993. He is the host of the Dr. Rent Radio Show that addresses landlord/tenant issues on a local station.

HOW TO SUPERVISE PEOPLE AND LEAD A TEAM #2100

Thursday, October 29

8:30 AM – Noon

Holiday Inn Hotel & Suites, Rothschild

Featuring: *Glenn Shepard*

Early Bird Fee: \$99 until October 22

The Chamber, Wausau Area members: \$99

Here are a few examples of available online courses:



PROJECT MANAGEMENT FUNDAMENTALS

If you're organized, perceptive, detail-oriented, and an excellent communicator, you just might have what it takes to succeed in the fast-growing field of project management. If you're new to project management, this course will provide you with the essential information you'll need to prepare for and complete your first project. If you're an experienced project manager, this course will make you more valuable to your employer by increasing your skills and competencies. This course will also help you prepare for the internationally recognized PMP and CAPM exams.

Requirements: Internet access, E-mail, Internet Explorer or Netscape or Firefox Web browser.

Tuition: \$89



INTRODUCTION TO BUSINESS ANALYSIS

Learn powerful techniques to improve your decision-making skills at work.

Requirements: Internet access, E-mail, Internet Explorer or Netscape or Firefox Web browser. **Tuition: \$89**



UW COLLEGES CONTINUING EDUCATION ONLINE NONCREDIT

BUSINESS COMMUNICATION CERTIFICATE

What do most employers look for in an employee?

It's the ability to communicate effectively with others.

Instructor-led online courses begin on the second Monday of their respective months and run for six weeks, offering a minimum of six lessons per course. Interactive quizzes, assignments, tutorials, and online discussions supplement the lessons. All materials are available to you over the World Wide Web. Read your lessons and ask questions of your instructor at times that are most convenient to you!

All you need to get started is Internet access, an e-mail address, and Netscape or Internet Explorer Web browser.

Note: Campus computer labs are not available for these courses.

Enroll in one, two, or three six-week courses of your choice ... OR complete all five core courses and at least one elective to earn the Business Communication Certificate. Requirements can be completed within one year. You can begin the certificate at any time.

October 12, 2009

Leading Others Whether or Not You're the Boss

November 9, 2009

Constructing Clear Messages

December 14, 2009

Problem Solving & Decision Making

January 11, 2010

Creating a Motivating Environment (Elective)

February 8, 2010

Understanding and Managing Conflict

March 8, 2010

Effective Business Writing

April 12, 2010

Building and Sustaining Teamwork (Elective)

Fees:

* \$89 per course

* \$475 for certificate program (\$59 discount)

Visit www.uwmanitowoc.uwc.edu and click on Continuing Education link on the left side of the screen to download a brochure with full course descriptions and instructor biographies.