

**Cultural Diversity:
One Office United**

- February 5, 2009 October 22, 2009
Philadelphia, PA

**Team Building & Leadership Skills:
Building the Best Team**

- March 5, 2009 July 23, 2009
Bethlehem, PA Bethlehem, PA

**Time and Stress Management:
Attaining Balance in Life**

- March 27, 2009 November 19, 2009
Bethlehem, PA Philadelphia, PA

**Work/Home Balance:
Meeting Everyone's Needs, Including Your Own**

- April 23, 2009 September 24, 2009
Bethlehem, PA Bethlehem, PA

**Effective Communication:
Expressing Yourself & Actively Listening**

- May 14, 2009 August 27, 2009
Philadelphia, PA Bethlehem, PA

**Delegation with Accountability:
Assigning Tasks with Confidence**

- June 25, 2009 December 17, 2009
Bethlehem, PA Bethlehem, PA

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Reach Your Fullest Potential!



2009 Seminar Schedule



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Cultural Diversity: United as One

February 5, 2009 Bethlehem, PA
 October 22, 2009 Philadelphia, PA

Your community is diversifying more everyday. You work with and serve people from every race, religion, and background. People from all walks of life enter your business with the expectation that you will be able to meet their needs. This course will teach:

- ◆ Understanding others' points of view
- ◆ Tips on preventing harassment
- ◆ How to handle discrimination accusations

"Success in business requires training and discipline and hard work. But if you're not frightened by these things, the opportunities are just as great today as they ever were."
 - David Rockefeller

Team Building & Leadership Skills: Build the Best Team

March 5, 2009 Bethlehem, PA
 July 23, 2009 Bethlehem, PA

Lack of cooperation, office gossip, miscommunication between employer and employee - all of these negative side-effects can occur when working with a group of individuals. Cut the rumor mill and learn how to strengthen your team and become more productive. This course will teach:

- ◆ Managing change
- ◆ Teamwork in a critical situation
- ◆ Creativity, problem solving & decision making

Delegation with Accountability: Assigning Tasks with Confidence

June 25, 2009 Bethlehem, PA
 December 17, 2009 Bethlehem, PA

An efficient system, whether it is in the work place or at home, stems from assigning tasks and entrusting that they will get done. Micro-management is a time consuming endeavor that reduces the productivity of your business. This course will teach:

- ◆ When to delegate
- ◆ Choosing and training the right person
- ◆ Evaluating results

Effective Communication: Expressing Yourself & Actively Listening

May 14, 2009 Philadelphia, PA
 August 27, 2009 Bethlehem, PA

How many times has your boss given you a project and not given you clear directions on what was needed? Lack of information is equally as harmful as wrong information. What is said is often times not what is really meant. This course will teach:

- ◆ Modifying communication strategies
- ◆ Choosing the right words
- ◆ Knowing when to talk

Work/Home Balance: Meeting Everyone's Needs, Including Your Own

April 23, 2009 Bethlehem, PA
 September 24, 2009 Bethlehem, PA

Time eludes us in our daily mayhem. Juggling conference calls, overwhelming workloads, piles of laundry, doctor's appointments, soccer practice. It is possible to be a better parent, spouse, child, or friend while still meeting deadlines and advancing at work. This course will teach:

- ◆ The importance of family and other support networks
- ◆ Setting goals and working to achieve them
- ◆ Planning ahead

Time and Stress Management: Attaining Balance in Life

March 27, 2009 Bethlehem, PA
 November 19, 2009 Philadelphia, PA

For some, overcoming procrastination is a project in itself. For others, they don't know when to say when. There is no band-aid solution to stress, but if you would like to take ownership of your life and set yourself on the path to success, join us. This course will teach:

"Motivation is everything. You can do the work of two people, but you can't be two people. Instead, you have to inspire the guy down the line and get him to inspire his people."
 - Lee Iacocca

- ◆ Identifying priorities
- ◆ Knowing your limits
- ◆ Coping techniques



Training Locations

HumanWorks Training & Educational Services, Inc.
 1655 Valley Center Parkway, Suite 150
 Bethlehem, PA 18017

Vision For Equality
 The Cast Iron Building
 718 Arch St. 6th Floor N.
 Philadelphia, PA 19106



Your organization can profit from Dr. Williams' results-focused trainings!

484-893-5057
www.hwtes.com

About the Presenter

Dr. Nathaniel J. Williams, the President/CEO of HumanWorks Training & Educational Services, Inc. has used several techniques that have allowed him to effectively manage 200 + employees for over a decade. His successful operation of a multi-million dollar corporation gives him the foundation to share the tools and resources that will help your business perform at its true potential. Take advantage of the vehicles that will lift your productivity to new levels.

- ✓ CEO of non-profit and for profit companies
- ✓ Author of "The Navigator of Life"
- ✓ Adjunct professor of Group Dynamics, Cultural Diversity, and Marriage and Family Counseling
- ✓ Speaker
- ✓ Seminar/Workshops
- ✓ Consultant
- ✓ Leadership Trainer
- ✓ Internet Talk Show Host



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