

September 2009 - MEA Seminars & Events

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
		1	<ul style="list-style-type: none"> Project 2003 - Level2 - KOP Coaching Skills for Managers and Supervisors - KOP 	2	<ul style="list-style-type: none"> The Discrimination Claim Onslaught: How to Not Get Sued for \$500,00 - KOP Why Focus on Generation ? - KOP 	3	<ul style="list-style-type: none"> Planning, Developing and Managing Your Organization's Training (PDM) - KOP Stress Management: How to Make it Work for You - KOP 	4	<ul style="list-style-type: none"> Outlook 2003 - Level 1 - KOP
7		8		9	<ul style="list-style-type: none"> HR "BOOT CAMP" - KOP Juggling Multiple Priorities - KOP 	10	<ul style="list-style-type: none"> Business Writing with Emphasis on Emails - KOP Adult, Child and Infant CPR with AED - KOP First Aid & Bloodborne Pathogen Training for Emergency Responders - KOP 	11	<ul style="list-style-type: none"> Access 2003 - Level 2 - KOP Basics of Compensation - KOP Introduction to Blueprints and Mechanical Drawings - ABC
14		15	<ul style="list-style-type: none"> Successful Communication - NJ Managing a Diverse Workforce Beyond Gender and Race - KOP 	16	<ul style="list-style-type: none"> Background Checks: The Legal Implications - KOP Handling Difficult People - KOP Excel - Level 1 - NJ 	17	<ul style="list-style-type: none"> Teambuilding Skills - KOP 	18	<ul style="list-style-type: none"> Outlook 2003 - Level 2 - KOP Basics of Employee Benefits - KOP Understanding Your Impact as a Leader using DISC Theory - NJ Electricity in HVAC Systems - ABC
21	<ul style="list-style-type: none"> Membership Orientation - KOP 	22	<ul style="list-style-type: none"> OSHA Basics - KOP Workers' Compensation - Nuts and Bolts - KOP 	23	<ul style="list-style-type: none"> Writing Effective Job Descriptions - KOP 	24	<ul style="list-style-type: none"> Critical Conversations: Having the "Hard to Have" Discussions - KOP 	25	<ul style="list-style-type: none"> Access 2003 - Level 3 - KOP Performance Management for Supervisors and Managers - KOP
28		29	<ul style="list-style-type: none"> DOT HazMat Management - KOP Supervision Basics - KOP 	30	<ul style="list-style-type: none"> Adobe Dreamweaver CS4 - Level 1 - KOP Excel - Level 2 - NJ Avoiding Harassment Claims: Beyond Gender and Race - KOP 				