



**2021**

**KSU/GGP Workforce Development Training  
at Kent State University at Geauga**

Geauga Growth Partnership & Kent State University at Geauga are committed to helping employers respond to the training and lifelong learning needs of Northeast Ohio. KSU's wide variety of non-credit continuing-education programs are designed to help develop a premier workforce in our region.

**Classes will be held in person at Kent State Geauga in Burton, Ohio.**

**Code AM Mindful Leadership: "Nice to Have" or "Must Have"?**

**May 20 | Time: 1pm-2:30pm**

Dr. Julie Evey and Dr. Luda Leontieva

We will discuss current research that addresses the value of mindfulness for business leaders and how these practices can positively impact the workplace. In addition to being able to quiet the mind and be in the moment, mindfulness applies directly to brainstorming and listening skills. Takeaways will include a mindfulness script and a listening task for you to practice.

**Code SM Social Media – Using Analytics to Build Strategy for Business Marketing**

**Time: 8:30am-11:30am**

***Participants can opt to take this class in person or via Zoom.***

**June 23, 2021**

Back by popular demand ~ Learn how to market your goods or services with Facebook, Twitter, and others. Identify strategies and tools that tell you more about your audience of friends and followers. Target your business message and marketing based on what your audience needs. Join Amy Murfello, Marketing & Community Engagement Manager, Kent State University for this informative discussion.

**Code AQ Advanced Quickbooks**

**July 19 & 26 | Time: 8:30am-11:30am**

Professor Judy Paternite

The advanced Quickbooks course teaches how to create and use memorized transactions, customize forms, create reports, and track and pay sales tax. It also focuses on payroll, creating job estimates, tracking time, and writing letters.

**Code EI Emotional Intelligence for Business: Improve your Workplace Environment**

Professors Susan Mark-Sracic and Valerie Rutherford

**August 17 | Time: 8am-9:30am**

Emotionally intelligent employees are more likely to be successful and happy at work.

Learn how to use Emotional Intelligence in the workplace to improve teamwork, communication, and collaboration. Gain an understanding of the four domains of Emotional Intelligence and practice applying these concepts with real-world scenarios. Leave the workshop able to implement the skills associated with Emotional Intelligence to overcome common workplace challenges and diffuse conflict.



leading business growth in Geauga County

# geaugagrowthpartnership, inc.

# Order Form

- Classes require a minimum of 6 participants to be held. Prefer you register 1 week before the class. Payment will be processed at that time. If course is cancelled, payment will be refunded.
- Courses are taught by KSU Geauga Instructors and materials for each class are handed out at the class.
- We are now offering CEU's 10 hours of class = 1 CEU; offered for all KSU Non-credit continuing education courses. This will be noted on the certificate of completion when course is completed.
- On campus, in person class will require masks to be worn and social distancing. KSU policies will be sent to all enrolled and are expected to be followed.
- On site training is available. Please contact 440-564-1060 or 440-834-3719 to discuss your needs.

### **Fee Schedule (Price is per person/per course)**

GGP Member:  Excel/AM/SM/EI \$99.00  Quickbooks \$150.00

All Others:    o Excel/AM/SM/EI \$125.00    o Quickbooks \$175.00

<b>Name</b>	<b>Email</b>	<b>Phone Number</b>	<b>Course code</b>

If it's easier to send a list of participants, classes and choices, you may send a spreadsheet. Information above must be given for each person.

**Payment:** Please calculate and provide total due here \_\_\_\_\_.

Check enclosed  Invoice Me  Credit card.\* Pay via Square [here](#). Payment must be received prior to class start unless otherwise arranged. Contact [info@geaugagrowth.com](mailto:info@geaugagrowth.com) for invoicing.

**\*Please note: a 3.5% surcharge will be added to all credit card transactions.  
Email order form to [info@geaugagrowth.com](mailto:info@geaugagrowth.com).**

Please make checks payable to the Geauga Growth Partnership. Mail to Geauga Growth Partnership, 12373 Kinsman Rd # 106, Newbury, OH 44065

Please fill out the following: Company Name & Complete Address are required

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Ordered by: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Terms and Conditions:** Payment is required prior to start of class(es) unless otherwise arranged. If class is canceled for any reason, payment will be refunded within 10 days. You may cancel up to 5 days in advance of a class for a full refund otherwise a credit will be issued towards future classes. KSU and GGP have the right to cancel a class at any time. Questions? Call GGP at 440-564-1060 or Judy Paternite at 440-834-3719