

USI SLATES 2ND WORKSHOP  
AT SOUTHERN HILLS



## NEWS RELEASE

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The second of four workshops inaugurating University of Southern Indiana programs in the Jasper area will be held Wednesday, October 28, and will feature a Ball State University professor with tips on efficiency through "Planning and Organizing Your Time and Your Work."

Dr. Ross Van Ness will lead the day-long workshop at Southern Hills Counseling Center. Learn to conduct meetings to achieve desired results, to organize your workday, handle mail and telephone efficiently, manage others, and more. The program is approved for .65 CEUs (Continuing Education Units) in the USI Supervisory Development Program.

The registration fee is \$85, or \$75 each when two or more register together. Call Mrs. Joan Nordhoff at Southern Hills, 482-3020, for information or to register.

- 30 -