

# BUSINESS CLASSES



## **BUSINESS WRITING & GRAMMAR**      **JUNE 23 • 9:00 AM - 1:00 PM**

Our jobs require us to communicate, so learn to do it well. Gain knowledge and tips to help avoid embarrassing yourself or your organization in emails, social media, and other forms of written correspondence.

## **BUSINESS & WORKPLACE ETIQUETTE**      **JULY 14 • 9:00 AM - 1:00 PM**

Hard skills will get you the job, soft skills will help you keep it. We all have etiquette blind spots; learn how to put your best foot forward in every business and professional situation.

## **BUSINESS ETHICS**      **JULY 21 • 9:00 AM - 1:00 PM**

Studying business ethics changes outlooks and influences behavior. Ethics provides a set of terminology and a conceptual framework with which you can think and talk about ethical issues. You'll learn to weigh the potential consequences of your business decisions, and how to make moral distinctions and avoid common fallacies that people often fall into when making decisions.



### **LOCATION**

GEICO Center for Professional Development  
Central Georgia Technical College  
Building I, Room 102  
3300 Macon Tech Drive  
Macon, GA 31206

### **COST**

\$75 for an individual class  
\$200 for all three classes

*\*\*15% discount for companies with 3+ attendees*  
*\*\*10% discount for all local chamber members*

### **TO REGISTER, CONTACT:**

The Office of Continuing Education  
(478) 757-3445

or register online at  
[www.centralgatech.edu/ce](http://www.centralgatech.edu/ce)

**Registration deadline:**  
June 21, 2017

## **ABOUT THE INSTRUCTOR**

Gary Lister has laudable successes at local, state, and federal levels in executive and leadership capacities; he consistently achieves and exceeds strategic milestones. He utilizes deep experience and broad perspective to facilitate effective solutions. He is extremely agile and adept at staying current with new technology and other business innovations. He excels at bringing a sense of calmness and focus to teams during times of crisis and opportunity. He is an outstanding problem solver who can synthesize information, ask insightful questions, and spot trends quickly. He can interact professionally with all levels and drive meetings and projects to success. He is a critically acclaimed author (all books have 5 Star reviews on Amazon.com). and a dynamic speaker at national and international events. He's been a trusted advisor, with numerous board positions, consulting and coaching engagements, and direct reporting assignments to senior executives. He was on the National Board of Examiners for the Malcolm Baldrige Quality Award for several years and has been on the adjunct faculty at Middle Georgia College, Macon State College, and Georgia Military College. Under his leadership the Bleckley County Board of Education won a prestigious national award from the National School Board Association.

### **FOLLOW US!**

[facebook.com/CGTCED](https://www.facebook.com/CGTCED)



[www.centralgatech.edu](http://www.centralgatech.edu)

A unit of the Technical College System of Georgia  
Equal Opportunity Institution