



**Roane
Chamber**
Roane Alliance

**Lunch & Learn
Workshop Series**

Presented by SCORE®

Time Management

Strategic Concepts and Practical Time Savers

Are you working on what is urgent or what is important?

Do you understand your ROTI (return on time invested)?

How are you doing on meeting your work goals? Personal goals?

Do you know what to delegate? How to effectively do so?

Do you effectively manage paper (hard copies and electronic)?

Are you good at handling interruptions?

Do you manage the work or are you being managed by the work?

Tuesday, September 27, Noon – 2 p.m.

Roane Alliance Building, 1209 North Kentucky Street, Kingston, TN 37763

Space is limited so call 865-376-5572 to reserve your spot now!

Free to Chamber Members (maximum of 2 free attendees per business membership. Additional attendees pay \$35)

\$35 to Non-Chamber Members

An individual/personal Chamber membership is only \$100/year

Lunch will be provided at 11:50 a.m.



Roane State Community College will give
Continuing Education Units (CEU) for this workshop.

Chamber/SCORE Lunch & Learn Workshops

2016 Schedule

Date	Time & Location	Title	Who Should Attend
March 22, 2016 Tuesday	Noon - 2:00 PM Roane Alliance	Time Management: Strategic Concepts and Practical Time Savers	Anyone who has to prioritize their work
March 29, 2016 Tuesday	1:30 - 3:30 PM TCAT- Harriman (No lunch)	Getting Ahead at Work by Growing Your Value as an Employee (Part 1 of 3)	Those with at least two years of workplace experience and recognize the need to improve their effectiveness and value
April 5, 2016 Tuesday	1:30 - 3:30 PM TCAT- Harriman (No lunch)	Getting Ahead at Work by Growing Your Value as an Employee (Part 2 of 3)	Those with at least two years of workplace experience and recognize the need to improve their effectiveness and value
April 12, 2016 Tuesday	1:30 - 3:30 PM TCAT- Harriman (No lunch)	Getting Ahead at Work by Growing Your Value as an Employee (Part 3 of 3)	Those with at least two years of workplace experience and recognize the need to improve their effectiveness and value
May 24, 2016 Tuesday	Noon - 2:00 PM Roane Alliance	Customer Focused Selling: Skills to Take You to the Next Level of Excellence	Anyone who sells products or services
June 21, 2016 Tuesday	Noon - 2:00 PM Roane Alliance	Negotiation Basics: Getting the Best Deals for Your Business	Anyone who negotiates with external or internal customers
July, 26, 2016 Tuesday	Noon - 2:00 PM Roane Alliance	How to Delight Your Customers	Those who work with customers and want to take their effectiveness to the next level
August 30, 2016 Tuesday	Noon - 2:00 PM Roane Alliance	How to Grow Your Business: and Enhance Your Competitive Position	Managers wanting to take their business or business area to the next level
September 27, 2016 Tuesday	Noon - 2:00 PM Roane Alliance	Time Management: Strategic Concepts and Practical Time Savers	Anyone who has to prioritize their work
October 25, 2016 Tuesday	Noon - 2:00 PM Roane Alliance	Customer Focused Selling: Skills to Take You to the Next Level of Excellence	Anyone who sells products or services
December 6, 2016 Tuesday	Noon - 2:00 PM Roane Alliance	Negotiation Basics: Getting the Best Deals for Your Business	Anyone who negotiates with external or internal customers
Important note: Workshop participants are encouraged to discuss workshop learning expectations with their manager prior to attendance, and to review learning outcomes after completion of the workshop.			

Free to Chamber Members (Maximum of 2 free attendees per business membership. Additional attendees pay \$35.)

\$35 to Non-Chamber Members

An individual/personal Chamber membership is only \$100/year

Lunch will be provided at 11:50 a.m.

Call 865-376-5572 to reserve your spot now!

The Roane Alliance Building, 1209 N. Kentucky Street, Kingston, TN 37763
Tennessee College of Applied Technology (TCAT)-Harriman, 1745 Harriman Highway, Harriman, TN 37748



Roane State Community College will give
Continuing Education Units (CEU) for this workshop.