

VOLUNTEER ADMINISTRATORS OF THE TWIN TIERS PRESENTS:

“Managing Your Time – Managing Your Life”

Friday, October 28th, 2011

11:30 a.m. - 2:00p.m. (Lunch included)

Tanglewood Nature Center

403 Coleman Avenue, Elmira, NY 14903

FEE: VATT MEMBERS & STAFF \$10.00 EACH

NON-VATT MEMBERS \$15.00 EACH



Presenter: Eric Eisenstein

Mr. Eisenstein is a consultant to the NYS Governors' Office of Employee Relations, where he coordinates training initiatives. Eric is also a facilitator with the anti-Defamation League's "Classroom of Difference" where he presents diversity and anti-bullying programs for capital Region School Districts and he is also a trainer for the Capital Employee Assistance Program, a not for profit Albany-based organization that provides workshops to public and private agencies.

You don't want to miss this this very informative presentation that will focus on: Avoiding Procrastination; Advantages of Delegation, Value of Prioritizing and Setting Goals, Making Your Meetings Productive and Assessing Your Time Management Strengths and Weaknesses"!

NAME(S) _____ NAME _____

ORGANIZATION _____ ADDRESS _____

CITY _____ PHONE _____

EMAIL _____ VATT MEMBER: YES _____ NO _____

ADD VATT MEMBERSHIP: \$35 (1 member) _____
\$50 (2 members) _____

REGISTRATIONS: # _____ @ \$ _____ = _____
VATT MEMBERSHIP @ \$ _____ = _____
TOTAL INCLUDED _____

Return registration form(s) and checks made payable to VATT to: Carla Dawejko % Cornell Co-Operative Extension of Steuben County 3 East Pultney Square Bath, NY 14810. For More Information call Kim Salisbury 737-5536 or Emily Hofelich 732-6060 or visit ww.vatt.org REGISTRATION DEADLINE IS OVTOBER 24TH, 2011. JOIN VATT TODAY AND PAY ONLY \$10.00/PERSON FEE FOR PRESENTATION.