



Benedictine University®

NATIONAL MOSER CENTER
FOR ADULT LEARNING

Develop skills that will strengthen your
PROFESSIONAL PROFILE

AT OUR

FREE Professional Development Series

Wednesday, April 16, 2014 or Thursday, April 17, 2014

11:00 a.m. – 1:00 p.m.

Lunch provided

National Moser Center for Adult Learning – 1832 Centre Point Circle – Suite 102 - Naperville

Choose to attend one of the following sessions designed for adults seeking to strengthen the professional skills necessary in today's workplace

Business Writing for Success - Wednesday - April 16, 2014

- . How to write powerful emails, letters, and reports.
- . The keys to clear, professional business writing.
- . The 6 most common writing flaws and how to prevent them.
- . Time saving techniques to managing your emails.

LinkedIn for Business Success - Thursday –April 17, 2014

- . Using LinkedIn as an effective business tool
- . Creating a LinkedIn profile that works effectively for your business and stands out from the ordinary
- . How your connections can benefit your business
- . How to find and join the right groups and use them for a professional advantage

Space is limited; to reserve your seat, please email your contact information and

session choice to: tdoyle@ben.edu or call (630) 829-6377



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tdoyle@ben.edu or fax to (630)829-6371

Name: _____

Street Address: _____

City _____ Zip Code: _____

Email: _____ Phone# _____

Company: _____

Please indicate your session choice:

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