2007 FALL MINI-CONFERENCE
OCTOBER 9, 2007

NOVI CIVIC CENTER
45175 TEN MILE ROAD
NOVI MI 48375

8:00 a.m.  Registration
8:30 – 3:30  Training Session – Lunch at Noon

Nancy Ohle presents
Managing the Time & Stress in Your Life

• Managing time stealers effectively
• Increasing performance/satisfaction
• Alignment of vision, priorities, values and activities; determining the difference between urgent/non-urgent, important/non-important tasks
• Becoming a stress-hardy individual

Nancy Ohle has worked with the MML, MTA and National League of Cities for over 15 years in training, strategic planning and consulting. She has an MBA from Central Michigan University concentrating in Organization Behavior.

$25.00 COST includes all class materials and lunch.

MAKE YOUR CHECK PAYABLE TO: MACEO and return this portion with your check NO LATER THAN SEPTEMBER 28, 2007, to:

LYNNE MARTIN
C/O CITY OF WARREN
One City Square Suite 305
WARREN MI 48093

RESERVATIONS ARE REQUIRED
Arrangements may be made to pay at the conference by calling Lynne Martin no later than September 28th at 586-574-4631. You will be charged if you make a reservation and do not attend.

Name of Attendee__________________________________ Telephone________________

Jurisdiction_______________________________ Amount Enclosed____________

For questions please contact Jeannie Niland at 248-347-0438 or jniland@cityofnovi.org