

# FREE

Training for Business  
Owners, Managers & Staff



*\*Chamber members & non-members are eligible!!*

## Essential Business Skills

### Transformational Leadership Skills

This program is intended for those who have completed the foundational Essential Business Communication Skills or related training. Building on topics covered in this program, the focus will be to offer knowledge and skills aimed at building and enhancing your ability to show leadership whether you are in a formal leadership role or not.

- Maxwell's 5 levels of leadership
- Managing Change
- Covey's 7 Habits of Highly Effective People
- Building Trust
- Performance Management
- Time Management for Leaders
- Strategic Planning for your team

Start Date: Thursday, September 18th  
End Date: Thursday, November 20th  
Time: 8:30am to 12:30pm— Every Thursday for 10 weeks  
Location: East Hants & Districts Chamber of Commerce  
Presenter: Debbie Lawrence, Abundant Living

### Essential Computer Skills for Small Business

Keep your business moving forward with technology! This 40 hour hands-on course will help equip you with the basic computer skills your business requires.

Some of the topics covered:

- Microsoft Word
- Microsoft Excel
- Microsoft Powerpoint
- Email
- Internet search & usage
- Basic security
- Best practices for using your computer for business

Start Date: Friday, September 19th  
End Date: Friday November 28th  
Time: 9:30am to 1:00pm—Every Friday for 11 weeks  
Location: Elmsdale Library  
Presenter: Jeff Brown, Alpha Social Media



*These courses are made possible  
by partnering with the following  
sponsors*



For more information or application forms please contact:  
The East Hants & Districts Chamber of Commerce  
902.883.1010 or [info@ehcc.ca](mailto:info@ehcc.ca)