

Promoting Future Leaders in Construction

Calendar of Events

■ Business Etiquette

\$10

- Presented by Kari Scanlon, R/JF Agencies - 9/22/09 - 7:00am - 9:00am

Impress contractors and customers with your business writing style. Review when to send a helpful e-mail, drop a note in the mail and leave an informative voicemail. Practice writing an RFP to refresh your skills. Explore how to impress in 90 seconds or less.

■ Cold Calling "7 Steps to a Sale" - Steps 1 - 3 Into/Small Talk/Transition

\$10

10/6/2009 - 7:00am - 9:00am

- Presented by Kris Olson, Trillium Construction

This session we will focus our attention on building rapport with the client and breaking down natural barriers that exist in a sales call. We will also briefly cover getting contact names, identifying the decision maker, and dealing with screeners.

■ Cold Calling "7 Steps to a Sale" - Steps 4 Sales Presentation

\$10

10/13/2009 - 7:00am - 9:00am

- Presented by Kris Olson, Trillium Construction

This session we will break down features, benefits, and how to personalize those benefits to engage the client.

■ Cold Calling "7 Steps to a Sale" - Steps 5 - 7 Transition/Close/Objection Handle

\$10

10/20/2009 - 7:00am - 9:00am

- Presented by Kris Olson, Trillium Construction

This session we will focus on asking for the business and dealing with objections through a 3 Step Process.

■ Communication in the Workplace

\$10

- Presented by Kari Scanlon, R/JF Agencies - 11/4/2009 - 7:00am - 9:00am

As George Bernard Shaw once wrote, "The greatest problem in communication is the illusion that it has been accomplished." Failure to communicate can lead to confusion with contractors, customers and others. This session will identify the different communication styles and how you can communicate with each style so your message is heard and understood by everyone.

■ Introduction to Supervising Employees

\$10

- Presented by Kari Scanlon, R/JF Agencies - 3/3/2010 - 7:00am - 9:00am

Looking to be promoted? Discover the basic skills needed to supervise employees. This session will address the how-tos of management - how-to interview applicants, how-to hold an employee meeting, how-to recognize employees and how-to address employee issues.

■ Leadership - 5/5/2010

\$10

- Presented by Kari Scanlon, R/JF Agencies - 7:00am - 9:00am

Leaders pioneer solutions to exceed challenges, but they need individuals to support and help carry out their strategies. People follow those they believe in when they see themselves as an integral contributor to the success of the team. This session will explain how great leaders use five key strategies to inspire, motivate and enable action in others.

Classes will be held at the MN ABC office:

10193 Crosstown Circle
 Eden Prairie, MN 55344

Class cost:

\$10.00 per attendee, per class

Cancelations

* To ensure a full refund, cancelations to any of the Young Professional Group events must be received one week prior to the event.

INSTRUCTOR BIOS:

KARI ROSAND SCANLON

has been involved in human resources for over 10 years. She enjoys partnering with business leaders in the development of programs that support company initiatives. Her focus has been in the areas of strategic management, organizational development, employee relations, management training and benefits.

KRIS OLSON has been in sales and marketing since 1997 when he joined a national distributor. He rapidly grew within the company and spent 8 years as Automotive Division Manager where he was directly responsible for hiring and training all sales reps. He was also responsible for implementing a proper training program utilizing our "7 Steps to a Sale" process. Today Kris utilizes these skills to implement the same training process as the Branch Manager for Trillium Construction.