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Class Listing by Month

(alphabetical listing on reverse)

MARCH 2012		Fee (member)	MAY 2012		Fee (member)
3/21/12 (UOP)	Supervisor's Academy	\$1689 (\$1289)	5/01/12 (UOP)	Project Management (2 days)	\$499 (\$399)
3/27/12 (Flag)	Supervisor's Academy	\$1689 (\$1289)	5/03/12 (UOP)	Introduction to Supervision	\$209 (\$169)
APRIL 2012			5/08/12 (UOP)	Business English & Grammar Review	\$229 (\$189)
4/11/12 (UOP)	Presentation Skills	\$229 (\$189)	5/15/12 (UOP)	Technical Writing Skills	\$239 (\$199)
4/12/12 (UOP)	Talking Points	\$229 (\$189)	5/16/12 (UOP)	Taking Minutes of Meetings	\$209 (\$169)
4/12/12 (UOP)	Influencing Skills	\$209 (\$169)	5/22/12 (OU)	Understanding Yourself & Others	\$209 (\$169)
4/17/12 (OU)	Be a Customer Service Superstar	\$199 (\$159)	JUNE 2012		
4/24/12 (UOP)	Effective Problem Solving & Decision Making	\$239 (\$199)	6/07/12 (UOP)	Contracting Academy	\$699 (\$599)
4/25/12 (UOP)	Creating User Friendly Policies & Procedures	\$239 (\$199)	6/12/12 (UOP)	Managing Your Time & Multiple Priorities	\$209 (\$169)
4/26/12 (OU)	Managing the Angry Public	\$199 (\$159)	6/13/12 (UOP)	Overcoming Stage Fright	\$229 (\$189)
			6/14/12 (UOP)	Ultimate Administrative Assistant	\$189 (\$149)
			6/19/12 (UOP)	Assertive Communication	\$209 (\$169)
			6/20/12 (UOP)	Conflict, Confrontation, & Communication	\$209 (\$169)
			6/26/12 (UOP)	Introvert Power	\$199 (\$159)
			6/27/12 (UOP)	Powerful Business Writing	\$209 (\$169)

Location Key:

UOP=University of Phoenix

OU=Ottawa University

Flag=NAU Extended Campuses

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AGTS, Inc. Alphabetical Class Listing - January thru June 2012

CLASS	DATES/LOCATION	TIME	FEE (MEMBER)
Assertive Communication	6/19/12 (UOP)	8:00-4:00	\$209 (\$169)
Be a Customer Service Superstar	4/17/12 (OU)	8:00-4:00	\$199 (\$159)
Business English and Grammar Review	5/08/12 (UOP)	8:00-4:00	\$229 (\$189)
Conflict, Confrontation, and Communication	6/20/12 (UOP)	8:00-4:00	\$209 (\$169)
Contracting Academy	6/07/12 (UOP) <i>(Continues on 6/11-14)</i>	8:00-12:00 daily	\$699 (\$599)
Creating User-Friendly Policies & Procedures	4/25/12 (UOP)	8:00-4:00	\$239 (\$199)
Effective Problem Solving & Decision Making	4/24/12 (UOP)	8:00-4:00	\$239 (\$199)
Influencing Skills	4/12/12 (UOP)	8:00-4:00	\$209 (\$169)
Introduction to Supervision	5/03/12 (UOP)	8:00-4:00	\$209 (\$169)
Introvert Power	6/26/12 (UOP)	8:00-12:00	\$199 (\$159)
Managing the Angry Public	4/26/12 (OU)	8:00-4:00	\$199 (\$159)
Managing Your Time & Multiple Priorities	6/12/11 (UOP)	8:00-4:00	\$209 (\$169)
Overcoming Stage Fright	6/13/12 (UOP)	8:00-4:00	\$229 (\$189)
Powerful Business Writing	6/27/12 (UOP)	8:00-4:00	\$229 (\$189)
Presentation Skills	4/11/12 (UOP)	8:00-4:00	\$229 (\$189)
Project Management	5/01/12 (UOP) <i>(Continues on 5/02/12)</i>	8:00-4:00 daily	\$499 (\$399)
Supervisor's Academy	3/21/12 (UOP), 3/27/12 (FLAG)(FLAG)	Varies	\$1689 (\$1289)
Taking Minutes of Meetings	5/16/12 (UOP)	8:00-4:00	\$209 (\$169)
Talking Points	4/12/12 (UOP)	8:00-3:00	\$229 (\$189)
Technical Writing Skills	5/15/12 (UOP)	8:00-4:00	\$239 (\$199)
Ultimate Administrative Assistant	6/14/12 (UOP)	8:00-4:00	\$189 (\$149)
Understanding Yourself and Others	5/22/12 (OU)	8:00-4:00	\$209 (\$169)

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