

# Signature Series Seminars™

## ...Learn To Run Your Business Better

- Are you worried your business won't survive your next vacation absence?
- Do you spend too much time guiding your people through (supposedly) standard tasks?
- Have you ever wondered how others are able to bring their projects in on-time and on-budget?

If so, you owe it to yourself to attend Spinning Disc's **Signature Series Seminars™**. Designed for business professionals serious about improving their management skills, you'll come away from our informative seminars with an in-depth understanding of theory and wealth of practical, proven, *common-sense* tools and techniques to successfully use that theory to **Run Your Business Better**.

### ***Who's Running Who, Your Business or You?***

#### ***- Adding Structure to Streamline Operations***

Learn how introducing structured and disciplined processes into your operations can save you time, money and aggravation. We'll give you proven tips, tools & techniques to start today!

### ***Managing Successful Projects***

#### ***- On Budget, On Time, Every Time!***

Gain the skills to ensure your projects come in on-time and on-budget. Learn theory, techniques and tools to plan, organize and execute critical projects.

### ***Planning and Scheduling For Project Success***

Make missed deadlines and late deliveries a thing of the past. Learn and apply the same principles, techniques & tools military planners use to handle multiple projects with overlapping due dates.

### ***Managing Vendors and Subcontractors***

Understanding how to successfully plan for, contract with and manage vendors and subcontractors to meet their delivery and quality promises.

### ***Writing Effective Specifications & Work Descriptions***

Learn how to write clear, concise, and complete contract specifications that reduce and eliminate the problems encountered after the contract's signed.

### ***Management Tips From Tots***

#### ***- 10 Key Concepts For Managing People***

Master the ten key concepts for managing people. Learn practical tools, tips and techniques for putting those principles to work within your organization.

### ***Integrated Product Teams***

#### ***- Separating Fact From Fad***

Identify the benefits of & drawbacks to implementing IPT's within your organization. Discover ways to successfully organize & use teams to improve your organization's performance, morale & bottom-line.



**SPINNING DISC®**  
Business & Technical Solutions

Call us or visit [www.spinningdisc.com](http://www.spinningdisc.com) today for locations & times of these & other  
**Signature Series Seminars™**

#### **LAKELAND, FLORIDA**

1120 Brook Meadow  
Lakeland, FL 33811  
863-648-5496

[info-Lakeland@spinningdisc.com](mailto:info-Lakeland@spinningdisc.com)

#### **ORLANDO, FLORIDA**

19500 Quinlan Street  
Orlando, FL 32833  
407-568-0554

[info@spinningdisc.com](mailto:info@spinningdisc.com)