

# Signature Series Seminars™

## ...Learn To Run Your Business Better

- Do you worry that your business won't survive your absence on your next vacation?
- Are you spending 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 to bring structure and discipline into your organization by instituting, using and continually improving "formal" work processes.

### *Planning and Scheduling For Project Success*

Understand and apply the principles, techniques and the tools used to plan and schedule multiple complex projects.

### *Managing Successful Projects*

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.

### *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.

### *Managing Vendors and Subcontractors*

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

### *Management Tips From Tots*

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.



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Business & Technical Solutions

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

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