

# Taber Adult Learning

Take A Class (403) 223-1169

## Facebook for Business

Come learn how to market your small business with Facebook. Learn to set up a business group and create ads. Join Lynda for this informative two hour session that will provide the basics of using social media, some guidelines on how to use it for business and provide tips on how to ensure social media marketing is not a time-wasting venture.

Instructor Lynda Kavanagh with WOW Communications & Training Corp, a business consulting firm, focuses on sales and marketing issues. WOW has offices in Lethbridge and Calgary. Details on other WOW services with a complete bio on Lynda can be found at: [www.wowcommunications.ca](http://www.wowcommunications.ca)

**Instructor:** Lynda Kavanagh,  
WOW Communications  
& Training Corp.  
**Date:** March 2  
(Wednesday)  
**Time:** 4:00 – 6:00 pm  
**Location:** Provincial Building,  
Computer Lab  
**Fee:** \$20.00  
**Register by February 23**

Sponsored in part by:



## Setting Up an Advisory Board

Professional advisors can be one of your company's biggest assets to growth and success of your business, your family and your health. Knowing how to find them, what to ask and how to form those relationships is key. This session will discuss the roles of advisors, compensation, working relationships, family connections and conflicts of interest.

**Instructor:** Via Videoconference  
**Date:** January 27 (Thursday)  
**Time:** 7:30 – 9:00 am  
**Location:** Provincial Building,  
Computer Lab  
**Fee:** \$20.00  
**Register by January 20**

## Introduction to Microsoft Word 2007

Learn the basic skills required to type letters using Microsoft Word 2007. You will learn how to enter and edit information, save and retrieve files and how to use tables and bullets. Learn to use spell check and formatting features to give all the documents you produce a professional look.

**Instructor:** John Walkey  
**Date:** January 24 & 31  
(Monday)  
**Time:** 6:00 – 9:00 pm  
**Location:** Provincial Building,  
Computer Lab  
**Fee:** \$79.00  
**Register by January 17**

## Reiki Level 1

Universal Life Force Energy. Very simple to learn, Reiki is a wholesome system of natural healing that blesses with total relaxation and stress release at physical, mental, emotional and spiritual levels. Reiki can be used independently for acute and chronic symptoms or blended with other therapies to enhance results. It can help in healing blood pressure, diabetes, heart disease, digestion, constipation, ulcers, migraine headaches, back problems, asthma, sciatica, joint pains, insomnia, depression or any kind of disorder. Anjna trained in India as a Law graduate, then as a Usui and Karuna Reiki Master. She has been an instructor since 1998. Introduction to Reiki includes history, principals, advantages and practice tips. Opportunities to practice on self, partner and group treatments. Please bring a blanket, pillow, water bottle, healthy snacks and a lunch to class.

**Instructor:** Anjna Brahmhatt  
**Date:** April 30  
(Saturday)  
**Time:** 10:00 am – 5:30 pm  
**Location:** Taber Public Library,  
**Fee:** \$165.00  
**Register by April 22**

## Building an Exceptional Workplace

Employers, ask yourself: Could you develop exceptional customer service and employee retention if your staff had to start at 5:00 and cut up fish all day long? Leaders at "The World Famous Pike Place Fish Market" in Seattle have achieved these lofty goals. The FISH philosophy will help you to develop exceptional customer service and employee retention philosophies, but it could also change the way you work. As an employer, this is your chance to catch the "big fish" of workplace leadership. FISH philosophy expects fast paced, interactive activities with bits of fun thrown in. If you supervise employees in any business or agency, you need to consider the FISH way of thinking.

Business owners, employers and supervisors, join Garth and learn how to build an exceptional workplace for you and your staff.

**Instructor:** Garth Moulard  
**Date:** February 4  
(Friday)  
**Time:** 1:00 – 3:00 pm  
**Location:** Provincial Building,  
Large Boardroom  
**Fee:** \$86.00  
**Register by January 28**

## Power Point for Presenters

Do you get asked to "present" in public, whether it is for work, church or personal? Would you like to put together a presentation which captures your audience like never before? Join Rob for three hours of hands on experience in Microsoft Power Point to gain the knowledge needed to make your next presentation an influential and motivational performance.

**Instructor:** Rob Virginillo  
**Date:** March 23  
(Wednesday)  
**Time:** 6:00 – 9:00 pm  
**Location:** Provincial Building,  
Computer Lab  
**Fee:** \$41.00  
**Register by March 16**