

# Seminar Series

## Public Class Schedule

### Fall/Winter 2014/15



### New Local Training Location!

**1110 Montlimer Drive  
Suite 570, 5<sup>th</sup> floor,  
Mobile, AL 36609**  
(in e-worc's offices)

**Advance registration  
required for all classes!**  
Call 251-478-6848 or visit  
[mtibusiness.com](http://mtibusiness.com).

### Corporate Training

*Don't wait for a public class!*

Private training sessions for groups of any size or individuals may be scheduled at your location anywhere in the U.S. or at MTI's Mobile, AL facility. Audio conference and webinar training sessions are also available.

### Key Business Services

MTI's consulting and service offerings cover a variety of key business areas, including:

- Corporate training
- Instructional design
- HR Consulting
- Website development
- Email marketing
- Social media marketing
- Content development
- PR Consulting/Publicity
- Database Development
- Data management
- Report and query writing

### CE Credit

Continuing Education credit is available for a wide variety of professional and healthcare fields for some courses (including, Nursing Home Administrators, social workers, CPAs, Engineers, Land Surveyors, HVAC Contractors, HR Professionals (SPHR, PHR) and others) and others. Call today for information on your field.

## Hands-on Computer Training

Nov 4 & 6 (Tu/Th)	Excel Essentials	8:30 am - 12:30 pm	\$150
Nov 13 (Th)	Advanced Excel	8:30 am - 3:30 pm	\$150
Dec 10 & 12 (W/F)	Excel Essentials	8:30 am - 12:30 pm	\$150
Jan 13 & 15 (Tu/Th)	Access	8:30 am - 3:30 pm	\$250

## Supervisory & HR Training

Nov. 18 (Tu)	Internal Customer Service Essentials	8 am –11am	\$60
Dec. 9 (Tu)	Setting the Stage for Employee Engagement	9 am – noon	\$60
Dec 16 (Tu)	Cultivating a Culture of Teamwork	9 am – noon	\$60
Dec 18 (Th)	Wage & Hour Law Essentials	9 am – noon	\$60
Jan 8 (Th)	Time Management Essentials	9 am – noon	\$60

## ServSafe Certification Training & Testing

Oct 15 (W)	ServSafe Food Protection Manager	8 am - 5 pm	\$160
Oct 29 (W)	ServSafe Food Protection Manager	8 am - 5 pm	\$160
Nov 12 (W)	ServSafe Food Protection Manager	8 am - 5 pm	\$160
Dec 3 (W)	ServSafe Food Protection Manager	8 am - 5 pm	\$160
Dec 17 (W)	ServSafe Food Protection Manager	8 am - 5 pm	\$160

## Private Training

Private classes are available for groups of all sizes at any U.S. location, as well as individual on-site training sessions. Call 251-478-6848 or email [success@mtimail.com](mailto:success@mtimail.com) for information.

## Special Events

Our staff teaches **HR Certificate Programs** throughout the U.S. Visit course links for details or call us: [Internal Investigations Certificate Program](#), [Certificate Program for HR Generalists](#) and Certificate Program in [ADA/FMLA Compliance](#).

Seminar seating is limited. **Pre-registration is required**  
Call **251-478-6848** or e-mail [success@mtimail.com](mailto:success@mtimail.com) for more information or to register. Online registration is available at [mtibusiness.com](http://mtibusiness.com).

**MTI Business Solutions also provides on-site training, one-on-one training/coaching and consulting services including HR and PR consulting, digital marketing, website development and database development. Call 251-478-6848 to find out how MTI can assist you**