

**Living Debt Free A Common Sense Approach**

**Presenter—Bob Moore**      **Registration: 8:30–9:00 a.m.**  
**Jones County Center**      **Fee: FREE**  
**Tuesday, October 18, 2011**      **Class: 9:00 a.m.–12:00 noon**

How would you like to pay off all your consumer debt, credit cards, car payments, and loans? How would you like to know the exact month and year you could be out of debt, legally and without a tax liability? **Now** is the time to start living a better life, a life without debt. In this three-hour seminar, you will learn a simple yet effective method to start the process of making yourself **debt free!**

You will also learn about the shams and “quick fixes” that should be avoided and how to properly and legally deal with creditors. Bring a list of your debts with balances and monthly payments and learn how to develop your own debt elimination plan that can be implemented immediately into your lifestyle. You will learn how to control debt, instead of allowing debt to control you! Before you consider making that next large purchase or accept a new credit card, take the time to attend this life-changing seminar. **Bring a calculator!**

**Conflict Resolution**

**Presenter—Johnny Bullins**      **Registration: 8:30–9:00 a.m.**  
**Greene County Center**      **Fee: FREE**  
**Thursday, November 3, 2011**      **Class: 9:00 a.m.–12:00 noon**

Whenever people work together, conflicts arise. They may be simple misunderstandings that your managers and team leaders can clear up. Or they may reveal subtle, but pervasive, morale problems that threaten to tear the delicate fabric of your organization.

This workshop shows managers and team leaders how to explore conflict and get to the heart of the problem to correct it before it’s too late. Nearly all conflicts involve underlying emotional issues. The stronger the feelings are, the more difficult the resolution. To resolve conflicts, then, it is absolutely necessary to address the feelings of all parties.

In this session each participant will learn a three step process to resolving conflict: seek to understand, seek to be understood, and mutually generate options and resolutions. In addition, each participant will learn the importance of emotional intelligence, perception, and expression.

**Top Traits of Effective Leaders**

**Presenter—Barnsley Brown**      **Registration: 12:30–1:00 p.m.**  
**Kinston Enterprise Center**      **Fee: \$10**  
**Thursday, November 17, 2011**      **Class: 1:00–4:00 p.m.**

It has been said that great leaders are not born but made. Which counterproductive leadership styles are sabotaging your impact? Learn the top traits of highly effective leaders and how to develop these in yourself and others. Whether you are a new or experienced leader, this fast-paced seminar will get you on the way to becoming the leader you want to be.



**LCC Small Business Center,  
Kinston–Lenoir County Chamber of  
Commerce, and Greene County Chamber  
of Commerce**

Offer workshops of interest to individuals and businesses. We are committed to serving the community with up-to-date information on customer service, time management, bottom line results, team work, how to interact with others, employment laws, and much more.

**You can preregister for a workshop three ways:**

1. Fill out the form inside this brochure and mail to:  
**LCC Small Business Center  
Kinston Enterprise Center  
327 N. Queen St., Kinston, NC 28501**
2. Call 252.522.4676, ext. 2021 or ext. 2022
3. Fax the completed preregistration form to 252.522.2118 with the name of the workshop(s) you plan to attend.

*Please fill in your email address on the registration form if you would like us to send you a PDF file of the workshops and upcoming events.*

1500 copies of this public document were printed at a cost of \$104.00 or \$0.06 per copy.  
07/12/2011

**LCC Small Business Center**

*Workshops*

*August, September, October,  
and November 2011*



**Presented by Lenoir Community College  
Small Business Center, Kinston–Lenoir  
County Chamber of Commerce, and  
Greene County Chamber of Commerce.**

# LCC SMALL BUSINESS CENTER, KINSTON-LENOIR COUNTY CHAMBER OF COMMERCE, AND GREENE COUNTY CHAMBER OF COMMERCE PRESENT 2011 AUGUST, SEPTEMBER, OCTOBER, AND NOVEMBER WORKSHOPS

## Starting and Managing a Small Business

Presenter—Don Spry  
La Grange Center  
Thursday, August 18, 2011

Registration: 12:30–1:00 p.m.  
Fee: FREE  
Class: 1:00–4:00 p.m.

Presenter—Don Spry  
Kinston Enterprise Center  
Wednesday, August 24, 2011

Registration: 12:30–1:00 p.m.  
Fee: FREE  
Class: 1:00–4:00 p.m.

This workshop is geared for the beginner, or for those small business owners needing a refresher of the basics of the business plan, putting the business plan to work, assessing the business plan, the marketing plan, small business needs analysis, types of corporations, cash flow, business cycle considerations, developing winning strategies to maximize your customer sales opportunities, and more

## Grant Writing 101

Presenter—Olga Abrams  
Kinston Enterprise Center  
Thursday, September 8, 2011

Registration: 8:30–9:00 a.m.  
Fee: \$10  
Class: 9:00 a.m.–12:00 noon

This workshop is designed for the beginning grant writer or fundraiser who is interested in picking up new tips and pointers. Program participants will examine all elements of a grant application and have the opportunity to begin developing their own proposals. In addition, participants will learn how to “hunt for funders” and “mine data” and other resources to justify funding their concept. Grant Writing 101 will be required to attend Grant Writing 102 on September 15.

## Grant Writing 102

Presenter—Olga Abrams  
Kinston Enterprise Center  
Thursday, September 15, 2011

Registration: 8:30–9:00 a.m.  
Fee: \$10  
Class: 9:00 a.m.–12:00 noon

This class will explore funding sources that will serve as a foundation for you to expand upon, and provide research tools to assist with obtaining demographics and other valuable information. This is a very interactive session. You will participate in the writing of several components of a grant in group sessions guided by the instructor. This will enable you to apply what was learned in Grant Writing 101.

## Protect Yourself Against Identity Fraud

Presenter—Patrick Riley, Atty.  
Kinston Enterprise Center  
Wednesday, September 28, 2011

Registration: 5:30–6:30 p.m.  
Fee: \$10  
Class: 6:00–8:00 p.m.

This workshop is designed to help you recognize the common scams of identify fraud and to show you ways to protect your identity. A few of the topics that this presentation will focus on are:

- Common Scams
- What are They Doing with My Identity
- How to Protect Your Identity
- Minimizing the Effect of Identity Theft
- How to File a Complaint
- Post-Fraud Credit Repair

## Wage and Hour Laws

Presenter—NCDOL  
Kinston Enterprise Center  
Wednesday, October 12, 2011

Registration: 8:30–9:00 a.m.  
Fee: FREE  
Class: 9:00 a.m.–12:00 noon

Every employer has the responsibility to comply with federal and state wage and hour laws. Find out what is required by the N.C. Department of Labor in this information-packed seminar.

*An NCDOL representative will discuss:*

- Coverage Under the FLSA
- Employment Relationships
- Overtime
- Coverage Under the FLSA
- Employment Relationships
- Overtime
- Child Labor
- Overview of NC Law
- Recordkeeping
- Travel Time
- Non-productive Time – Meals & Breaks
- Training, Meetings, On-Call
- Minimum Wages, Uniforms, & Deductions
- Exemptions
- Form I-9
- Family and Medical Leave Act

### PREREGISTRATION FORM (Please check the Workshop(s) you will be attending.)

#### AUGUST WORKSHOPS 2011

- Starting & Managing a Small Business  
 Kinston Enterprise Center  
 La Grange Center

#### SEPTEMBER WORKSHOPS 2011

- Grant Writing 101  
 Grant Writing 102

- Protect Yourself Against Identity Fraud

#### OCTOBER WORKSHOPS 2011

- Wage and Hour Laws  
 Living Debt Free  
A Common Sense Approach

#### NOVEMBER WORKSHOPS 2011

- Conflict Resolution  
 Top Traits of Effective Leaders

Name:

(First)

(Middle)

City

(Last)

Address:

State

Zip Code

Residence Telephone: ( )

Office Telephone: ( )

Email: