

Can you benefit from learning how to:

- Present a powerful professional image?
- Assess your current skill level and identify areas for growth?
- Continuously learn and develop the skills to become better at your job?
- Eliminate unproductive work habits?
- Motivate yourself to take action and work to your full potential?

If so, this new program is for you!

The Star Achievement Series® is a training program developed by the Founder and CEO of Office Dynamics, Ltd., Joan Burge. This series builds on the skill, attitude, teamwork, and strategy fundamentals that result in increased productivity and job satisfaction among administrative professionals.

The Star Achievement Series® is a tri-level, multi-module series. In Level 1, participants will cover four modules: (1) Be a Star Achiever; (2) Star Achieving Techniques; (3) Building a Star Team; and (4) Reaching Stardom.

Please note participants must attend and complete all four modules, **in order**, before they receive their certificate of completion. Registration is limited so please register as early as possible.

The cost is \$75 per module. The cost covers workbook, course materials, parking, and morning/afternoon snacks. Each module session begins at 8:30 a.m. and ends at 4:30 p.m., Room 238 Conference Center Building. The series will be facilitated by instructor Tomi Rogers, certified to teach Star Achievement - Level 1.



Star Achievement Level 1

Class Dates

- Module 1: March 27, 2009
Course # 50069811
- Module 2: May 8, 2009
Course # 50069816
- Module 3: June 19, 2009
Course # 50069817
- Module 4: July 31, 2009
Course # 50069819

Sponsored by Employee & Organizational Development

Course Registration Form:

Name _____
 Department _____
 Address _____
 Phone # _____
 Cost Center/WBS Element _____

Please select which module(s) you would like to attend at this time:

- | | |
|--|---|
| <input type="checkbox"/> Module 1 Be a Star Achiever | <input type="checkbox"/> Module 3 Building a Star Team |
| <input type="checkbox"/> Module 2 Star Achieving Techniques | <input type="checkbox"/> Module 4 Reaching Stardom |

To register, you may fax a completed copy of this form to (865) 974-9715, or mail this form to Employee & Organizational Development, 600 Henley Street, Suite 220, Knoxville, TN 37996.

You may also register by phoning us at (865) 974-6657, or register online at <http://humanresources.tennessee.edu/eod>.

Did you know?

UT staff have the opportunity to participate in the Career Development Fund (CDF) program supported by annual gifts from employees. To be eligible, an applicant must be employed as regular, full-time, or part-time **non-exempt** staff for at least six months. An individual employee's use of the CDF is limited to \$200 in any fiscal year. Star Achievement Level 1 is eligible for coverage by the CDF. Applications should be submitted at least three weeks before the first class. To learn more about the CDF, please contact Angie McLemore at (865) 974-8359.