



## New Training Dates & Times! YourHR is your Partner for Success!

September		
September 10	Dealing with Difficult Personalities in the Workplace	\$179
September 11	Microsoft Office: Word Intermediate	\$69
September 19	Prezify Your Presentations*	\$40
September 24	How to Build Motivated and Productive Work Teams	\$179
September 27	Dale Carnegie: Step Up to Leadership	\$199
September 30-October 4	OSHA 30-Hour Compliance Course (5 Days)	\$999
October		
October 8-9	Human Resources and The Law (2 Days)	\$350
October 16	Delegation: "The Best Way to Develop Responsibility in People is to give them Responsibility"	\$45
October 17	Award Winning Customer Service*	\$65
October 17	Time Management*	\$65
October 23	Small Group Team Building*	\$50

**Space is Limited - Contact  
YourHR To Reserve Your Training!**

Direct: 870.336.4111 • Toll-free: 888.YOUR.HR9



\*Notates Courses Offered through Training Consortium Partnership with ASU Continuing Education and Community Outreach