

TOPIC(S)

Are you stressed out just thinking about everything you have to do? As the holidays approach, do you find that last year's resolutions will make the list AGAIN this New Year?

Where does the time go? Once it's gone, you can never recapture it. So how can you make the most of this non-renewable resource?

You'll appreciate Janett Edrington's insights and practical advice on the challenges of accomplishing more in the time you have. With over 25 years experience in Human Resources management, training, and consulting, Janett always brings humor, a positive approach, and makes the most of the people in your organization—including you!

Janett will discuss:

- Realistic To-Do's
- Avoiding interruptions
- More productive meetings
- Delegating not doing
- Saying no...nicely
- Getting help
- Making personal life a priority

Janett Edrington is founder and President of Common Sense Workplace, which provides training and practical HR strategies for growing organizations. See what a little Common Sense can do for you!

WHO SHOULD ATTEND

- Business Owners
- Human Resource Managers
- Office Managers
- Personnel Staff

ABOUT THE EAC

The Santa Cruz County EAC is composed of employer volunteers representing a cross section of business and industry. The EAC was developed to promote a stronger partnership between the California EDD and the business community. Its commitment is to assist employers in conducting their business more effectively and efficiently, to provide information on employment-related issues, and to enhance the communication between EDD and the private sector.

For more information about EAC membership, meetings, or this seminar, call Kathy Hoyt at (831) 464-6275 or e-mail khoyt@edd.ca.gov.

INFORMATION

Non profit tax ID: 770293828
Web site: www.santacruz.ceac.org

The SCACC is a powerful voice for business that offers dynamic marketing, promotional, and networking opportunities with a core purpose to promote economic vitality and prosperity in Santa Cruz County. The PVCC's mission: to provide leadership for the continued development and execution of strategies to strengthen the diverse business and agricultural environment.

EDD, an equal opportunity employer/program, is a partner in this event. Auxiliary aids and services are available upon request to individuals with disabilities. Requests for services, aids, and/or alternate formats need to be made prior to the event by calling (831) 464-6275 (voice). TTY users, please call the California Relay Service at 711.

DE 8133 Rev. 3 (11-06)

EMPLOYER SEMINAR



**The TIME of Your Life!
How to have more, use
it better, and save it**

**Thursday, December 4, 2008
7:30 a.m. to 10:30 a.m.**

**Seascape Golf Club
610 Clubhouse Drive
Aptos, California 95003**

Sponsored by
The Santa Cruz County
Employer Advisory Council
and
The State of California
Employment Development Department
Cosponsors:
The Santa Cruz Area and
Pajaro Valley Chamber of Commerce
(SCACC&PVCC) and
Central Coast Small Business
Development Center

EDD Employment
Development
Department
State of California

AGENDA

- 7:30 a.m. Registration and Breakfast

- 8 a.m. Announcements and Introductions

- 8:10 a.m. Program:
The TIME of Your Life!
How to have more, use it better,
and save it

Presented by:
Janett Edrington
of Common Sense Workplace

- 10:30 a.m. Adjournment

Annual Membership Appreciation Special:
2 for the price of 1 seminar for current EAC members. To become a member or to confirm membership, contact Kathy Hoyt, EAC Coordinator at (831) 464-6275.



SPEAKER(S)

Janett Edrington

Janett Edrington, founder of Common Sense Workplace, specializes in Human Resources (HR) Consulting and Training. She has over 25 years HR experience as a manager, trainer, and consultant. She is a popular speaker before employer groups and HR professionals, on technical as well as motivational topics. A diverse client base consists of large and small employers, which includes many start-ups, from hi-tech, biotech, financial and professional services, health care, manufacturing, and non-profit organizations. Whether working with clients to solve or prevent problems or building programs to increase productivity, Janett brings practical solutions and an upbeat attitude.

Ms. Edrington holds a BS in Human Resources Management from Golden Gate University and certification in Training and Human Resources Development from University of California, Berkeley. She is designated by the Society of Human Resources Management as a Senior Professional of Human Resources.

This employer seminar is provided for educational and informational purposes only; it does not constitute an endorsement of the curriculum or speakers by the State of California Employment Development Department (EDD) or by the **Santa Cruz County** Employer Advisory Council (EAC). Aside from staff designated to represent the EDD, we assume no responsibility for the accuracy, legality or content of the materials provided during this event.

REGISTRATION

Space is limited. **Must register by November 28, 2008.**
Registration fee includes: seminar, breakfast buffet, and seminar materials.

Advance registration required.
No returns after November 28, 2008.

Fee: member—\$25 nonmember—\$35
Total amount enclosed: \$ _____ for _____ persons.

Make checks payable to: Santa Cruz County EAC

Mail with registration form to: **Santa Cruz County EAC**
P.O. Box 935
Capitola, CA 95010

Attendee name: _____

Title: _____

Company/organization: _____

Mailing address: _____

City, state, zip code: _____

Phone: _____ Fax: _____

E-mail address: _____

No. of employees: _____ Industry: _____



2 for 1 registration for current EAC members only.
Names of additional attendees: _____