Questions: [mlvannote@mchsi.com](mailto:mlvannote@mchsi.com) or call 319-270-2004

**Time Management**

**Creating a Career Development Plan**

**Tips for Training Adults**

**Difficult Conversations**

Learn these skills and more!

Hawkeye Chapter of American Society of Training and Development presents a day of training for employees and volunteers of non-profits. Professional trainers are donating their time to say, “thank you”.

**Coaching for Greater** **Success**

**Communication tips**

**Social Media Tips**

**Conflict Resolution**