



KEYE PRODUCTIVITY CENTER

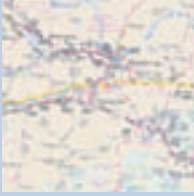
2 day

HOW TO BETTER MANAGE MULTIPLE LOCATIONS

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Enroll online at www.NationalSeminarTraining.com or call 1-800-258-7246



If you're like most business professionals who manage multiple locations, you've probably got more than a few horror stories.

Misunderstandings with off-site employees . . . unreported problems . . . and ignored home-office policies are just a few of the difficulties managers of several locations face daily.

Tired of All Those Off-Site Headaches?

It's not just the occasional near-miss catastrophe that off-site locations generate. There's also the nagging headache that goes along with constantly wondering — and worrying — if each location is getting the work done on time . . . meeting production levels . . . and following company procedures. That's where this skill-building seminar comes in.

Attend this powerful two-day workshop, and gain a whole arsenal of off-site strategies that'll help you get — and keep — every location on the right track . . . no matter how close or far away they may be. You'll learn how to establish more effective communication controls . . . cut down on the mountain of paperwork . . . and settle long-distance dilemmas quickly and easily.

Practice Solving Off-Site Problems

Every manager knows that the best — and fastest — way to learn a new skill is through practice. That's why we've packed this hard-hitting workshop with powerful exercises . . . models . . . and case studies specifically designed for managers of multiple locations.

This is a unique opportunity to fine-tune your off-site management skills in an environment where you don't have to worry about making a costly mistake. This is your chance to master proven-effective strategies that you can put to work immediately.

When you take part in this workshop, be prepared to roll up your sleeves . . . sweat a little . . . and think a lot. During the session, you'll examine off-site management challenges — and solutions — with peers . . . practice techniques for getting poorly performing locations up-to-speed . . . determine what the pros did right — and wrong — in real-world case studies . . . and much more.

Back at the office, you'll be able to turn around all your off-site concerns. You'll know the inside secrets that'll help you get multiple offices to follow your instructions to the letter . . . accurately monitor quality . . . and build strong, self-reliant teams you can count on.

Unbeatable Training With A Great Guarantee

This is one workshop you can't afford to pass up. You'll learn how to better manage multiple locations or we'll refund your money. Right down to the last penny.

Don't waste another minute of your time worrying about off-site problems when the solution is right in front of you.

Enroll online at www.NationalSeminarsTraining.com or call 1-800-258-7246.

Maintain Order While Managing Long-Distance

- How to give multiple locations a business “road map” that’ll keep them headed in the right direction

Establish Quality-Minded Teams You Can Rely On

- **ACTIVITY:** Sharpen your long-distance facilitation skills by getting consensus from the team

24 Ways to Become a Better Off-Site Manager

- How to create crystal-clear procedures that off-site staff will follow to the letter
- Expert insight on “friendly” competition between sites . . . could this be doing your company more harm than good?
- **GROUP EXERCISE:** With peers, discuss today’s long-distance management challenges and brainstorm possible solutions
- How to quickly smooth things over when you have to lay down the law and enforce an unpopular policy . . . from a distance
- The one action you must take if you want to significantly slow down the paper blizzard from multiple locations

Stay In Touch — and Control — No Matter What

- How to keep your finger on the pulse of off-site action without making employees feel like “Big Brother” is watching
- What responsibilities you must shoulder alone . . . and when you can safely share the load with off-site employees
- A common — but deadly — management mistake that’ll ensure an off-site office will never trust your motives
- **CASE STUDY:** Determine the fastest way to get a poorly performing location up to speed
- How to quickly and accurately check the quality of products or services at any location
- The inside secrets to creating a lasting bond between off-sites so every employee feels like they’re on the same team

- How to structure teams so they’ll pull together . . . no matter which site they’re from
- How to ease resentment at a satellite location when a home-office employee is chosen for a promotion
- The only way to handle teams that were established before your time without decreasing productivity
- How to build an “emergency response” team that’ll know what can be handled independently . . . and when to call you immediately

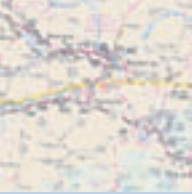
Troubleshoot Off-Site Problems Like a Pro

- How often you should be visiting each site . . . any less and you’re begging for trouble
- Phone or face-to-face? The best way to approach a site problem without alienating anyone
- How to put a stop to childish disputes between sites . . . without taking sides or making matters worse
- **EXERCISE:** Develop a reward system that’ll motivate employees from all levels at every location
- How to determine whether you should coach . . . counsel . . . or warn the entire staff at a location about their performance
- An action plan that’ll help you handle any “cover-up” you might find . . . no matter how large or small
- How to ensure the “isolation factor” won’t turn into a problem at remote locations

Program hours: 9 a.m. - 4 p.m.

Registration begins at 8:30 a.m.





Answer the following questions to see how often you're dealing with the same obstacles to off-site efficiency.

Fighting the Same Old Off-Site Problems?

In the past six months, when dealing with off-sites, have you . . .

- Had to step in and settle personnel problems? YES NO
- Suspected that you're not hearing the whole truth from staff members at some locations? YES NO
- Been buried in paperwork because some managers waited until the last minute to send it to you? YES NO
- Had a manager come to you with an internal problem that had gotten out of hand? YES NO
- Wondered if off-site employees were working as hard as home-office employees? YES NO
- Thought one location was just a step away from landing in major trouble? YES NO
- Known that a location was ignoring some company policies? YES NO
- Felt tension and resentment from staff members at another location? YES NO
- Gotten tired of looking over shoulders to see if the work was getting done? YES NO
- Made some of the important business decisions simply for your own peace of mind? YES NO
- Spent too much time on the phone reassuring an uncertain manager? YES NO
- Heard complaints from off-site employees about being left out of home-office concerns? YES NO
- Had to drop everything to head off a crisis at a location? YES NO

SPECIAL GROUP DISCOUNT:
When 3 enroll from your organization, a 4th attends FREE!
 You can multiply the powerful benefits of this seminar by enrolling and learning as a team. We so believe in the strength of team training that we offer it at a substantial discount: When 3 enroll from your organization, the 4th enrolls at no extra charge. Learn together and your organization saves big bucks, which is an excellent way to get the most for your training dollar.

If you answered "YES" to even one of these questions, attend this powerful workshop and discover the inside secrets to improving quality . . . efficiency . . . and communication at all your locations. **Enroll online at www.NationalSeminarsTraining.com or call 1-800-258-7246.**

About Your Trainer . . .

The men and women who present our seminars were handpicked for their extensive backgrounds in business. So you can count on reliable information from experienced pros who've been in your shoes.

These trainers won't bore you with textbook theories unrelated to the problems and challenges employees face on the job today. Rather, they'll share with you real-life techniques that you can use immediately . . . and that'll produce results just as fast.

Unlike other companies, *Keye Productivity Center* doesn't buy seminar "packages" that come with unqualified trainers — or that "fit" instructors into programs they're not familiar with. Instead, we carefully and deliberately search for business professionals with just the right mix of experience, knowledge and expertise. Then, we intensively train them in presentation techniques that have been tested and proven effective.

The result is a group of high-quality, incredibly effective public speakers who are experts in every aspect of their subjects. And they're also experts at presenting the seminar clearly and powerfully . . . so you can count on getting lots of useable information in a short period of time, plus you'll be inspired by what you hear and learn.

You'll take home these valuable materials:

- **The Complete Guide to Managing Multiple Locations** — This comprehensive workbook is packed with valuable off-site management strategies and workshop highlights that make note-taking a breeze. It'll serve as a valuable reference you can turn to for practical solutions to tough off-site problems.
- **Certificate of Completion** — This handsome, ready-to-frame document shows your dedication to improving quality, productivity and communication at every location.

Expect The Best From *Keye Productivity Center*

If there's one thing business owners and managers will agree upon, it's this: Improving their company's bottom line is their #1 goal.

To help businesses meet that goal, *Keye Productivity Center* was created several years ago . . . a seminar company that teaches employees innovative, but proven, skills that will dramatically improve their on-the-job performance and their company's productivity.

So, if the thought of performing at a peak level sounds good to you, say "yes" to this seminar. You can bet you'll never regret it.

Here's what others who've attended our seminars have to say:

"I'm sure the skills I learned today will benefit not only myself but the people I work with. Thank you."

Rating: Excellent

*Janet Maguire
Rama Corporation*

"This is the most comprehensive and practical seminar I have ever attended. Thanks for the suggestions and tips!"

Rating: Excellent

*Ellis Brazed, Jr.
Amoco Fabrics & Fibers Co.*

"I felt that all bases were covered well. The information was applicable to all businesses and industries."

Rating: Excellent

*Leesa Spraycar
Ogden Park Hotel*

BRING THIS TRAINING TO YOUR ORGANIZATION



ON-SITE TRAINING SERVICES: WORLD-CLASS TRAINING. GUARANTEED RESULTS.

Our On-Site Training Department can deliver this seminar — or more than 100 other cutting-edge training programs — directly to you for private, in-house training. With the help of our training specialists, you determine the location, date, time and delivery format for your training. We also assist you in selecting just the right trainer and tailor the program to your organization's unique needs.

Top organizations use our cost-effective on-site training to close skill gaps and achieve new levels of performance excellence, and you can too. It's affordable, and it works.

In addition to this training, we offer programs in:

- Accounting/Finance
- HR
- OSHA and Safety
- Customer Service
- Team Building
- Negotiations/Purchasing
- Communication
- Business Writing
- Productivity/Project Management
- And many others!

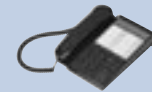
To find out more, call 1-800-344-4613, e-mail us at onsite@natsem.com or visit us on the Web at www.NationalSeminarsTraining.com.

The Standard in Training Excellence

To Enroll ...



Register online at
www.NationalSeminarsTraining.com



Or call toll-free
1-800-258-7246



Or fax the completed
registration form to
1-913-432-0824



Or mail the form to:
Keye Productivity Center
P.O. Box 419107
Kansas City, MO 64141-6107

Registration Information

Our Registration Center is open weekdays from 7 a.m. to 7 p.m. CST. Enrollments taken online 24/7.

Group Discount: When 3 enroll from your organization, a 4th may attend for FREE!

Check-in begins at 8:30 a.m. The workshop schedule is 9 a.m. to 4 p.m. Lunch is on your own.

Cancellation. If you cannot attend, you may send a substitute or receive a credit memo toward a future workshop. If you cancel your registration up to five business days before the workshop, your registration fee will be refunded less a \$10 enrollment charge.

CEUs: Continuing education credit may be recognized by your professional board. Contact your own board to find out what's required. Call our CEU/CPE specialist at 1-800-258-7246, ext. 3100, if you have any questions. RUCCEC is an approved provider of continuing nursing education by the Missouri Nurses Association, an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation.

Tax Deduction. The expense of continuing education, when taken to maintain and improve professional skills, is tax deductible. Please contact your accountant for complete details.

Recommended Resources From Our Training Experts . . .

Take the worry out of the daily grind of long-distance management!

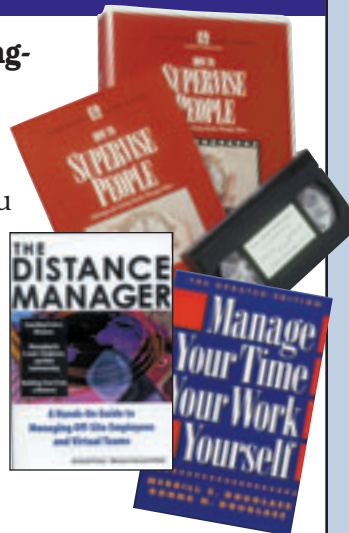
It's a tough job managing multiple locations. You are constantly worrying about your employees' productivity, what problems are occurring that you are unaware of — everything from missed deadlines to employee behavior problems. Let's face it, when you can't be there, who's watching the shop? The **Multiple Location Management Collection** has been put together to help you alleviate the mounting worries caused by managing your locations remotely.

The **Multiple Location Management Collection** includes:

The Distance Manager — Hardback, 239 pages
Manage Your Time, Your Work, Yourself, updated edition — Perfectbound, 186 pages
How to Supervise People — 1 60-minute video, interactive handbook, participant's guide and facilitator's guide

Item No. BKLQ243 ... Retail Price: \$179

Your Price Only \$129 (You save \$50!)



**Satisfaction
100% guaranteed!**

To order, call 1-800-258-7246 or see order form on page 7.

REGISTRATION FORM

Workshop Schedule

1. Enrollment Fee

Group discount: When 3 enroll from your organization, a 4th can attend FREE!

2. Names of Attendees

(Please list additional registrations on a separate sheet and attach.)

1. Mr./Ms. _____ Title _____
E-Mail Address _____
City/Event # _____
2. Mr./Ms. _____ Title _____
E-Mail Address _____
City/Event # _____
3. Mr./Ms. _____ Title _____
E-Mail Address _____
City/Event # _____
4. (FREE!) Mr./Ms. _____ Title _____
E-Mail Address _____
City/Event # _____

Please send me _____ copies of the **Multiple Location Management Collection** (Item No. BKLQ243) at \$129 each. Add 7% or applicable sales tax to your product payment. Shipping fees are \$5 for first item; \$1.50 for each additional item. Method of payment is indicated in step 5.

3. Company Information (Please Print)

**Phone required in case of last-minute changes.*

Organization _____
Address _____
Mail Stop _____ *Phone _____
City _____ State _____ ZIP _____

Approving Supervisor: Mr./Ms. _____
E-Mail Address _____
**Fax _____

**Your fax number will be used to send confirmation of your registration as well as to notify you of upcoming events in your area.

4. VIP Privileges Program – Join Today!

Join our **VIP Privileges Program** and enjoy exclusive discounts and benefits. We'll fax you and your organization first notice of upcoming events in your area, special discounts up to 50% and offers available to members only.

Sign here to join

By signing, you and your organization are giving permission for RUCEC to use your fax number to notify you and your organization of upcoming seminars in your area and provide you and your organization with special discounts and offers.

5. Method of Payment

- If you have registered by phone, please record your confirmation number here:

- Check payable to Keye Productivity Center is enclosed.
- Charge to: MasterCard VISA American Express Discover Diners Club
Card No. _____ Exp. Date _____
Signature _____
- Bill my organization; Attn: _____
(Note: Full registration fee due and payable prior to start of workshop)
- Our purchase order is attached (government, educational and health care organizations only)

6. Important: Your VIP Customer Number

□□□□-□□□□□□-□□□□-□□□□□□

Fill in your VIP Customer Number as it appears above the name on the mailing label.
(Record the number even if the label is addressed to another individual.)

SD, CT and WV residents, please add applicable sales tax to your payment. If you are tax-exempt, enter your tax-exempt number here: _____ and attach a copy of your tax-exempt certificate.

Program hours: 9 a.m. to 4 p.m. Registration begins at 8:30 a.m.



KEYE PRODUCTIVITY CENTER

HOW TO BETTER MANAGE MULTIPLE LOCATIONS

As a manager of multiple locations, wouldn't you like to . . .

- | | | |
|--------------------------|--------------------------|--|
| Yes | No | |
| <input type="checkbox"/> | <input type="checkbox"/> | Boost productivity at every location? |
| <input type="checkbox"/> | <input type="checkbox"/> | Significantly cut down on paperwork? |
| <input type="checkbox"/> | <input type="checkbox"/> | Know off-site employees are following home-office rules? |
| <input type="checkbox"/> | <input type="checkbox"/> | Spot problems even when you're far away? |

If you answered "yes" to even one of these questions, you won't want to miss what's inside . . .

Enroll online at www.NationalSeminarsTraining.com or call 1-800-258-7246

Keye Productivity Center

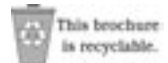
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Time-Sensitive Material



Do you have a group of 15 or more that could benefit from the training described in this brochure?

Our On-Site Training services might be the right solution for you! See page 6 for more information or visit us on the Web at www.NationalSeminarsTraining.com/ptonsitetraining.cfm.

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