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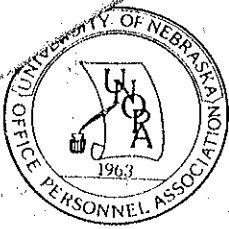
11-29-1994

1994 UNOPA PGC Business Dining Etiquette Workshop

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The UNOPA Professional Growth Committee

Business Dining Etiquette Workshop

presented by

*Mr. Richard Williams, Director
University of Nebraska-Lincoln
Food Service*

This is a hands-on workshop to provide you with an opportunity to brush up on what to do, what not to do, tips on conversation, and appropriate body language. You will be served soup, tossed salad, roll, meat entree, rice or potato, vegetable, dessert, and beverage.



Tuesday, November 29, 1994

Registration begins at 5:45 p.m.
6:00 - 9:00 p.m.

Nebraska Union
(Room will be posted under UNOPA)

Attendance is limited to 50 participants.

This workshop will count as 3/6 of a point towards inservice training which is required for the PSP certification.

Registration Deadline is Wednesday, November 23

UNOPA Members and Non-Members \$13.00

Name: _____

Address: _____

Phone: _____

Please make checks payable to UNOPA. UNOPA's Federal ID# is 47-072-4243. No requisitions please!

Return bottom portion of this form to:

Murd Holland, 202 Agricultural Hall, UNL, Lincoln, NE 68583-0708 — 402/472-2871



The UNOPA Professional Growth Committee

presents

Ms. Bonnie Coffey

About the presenter:

Ms. Coffey is currently the President of Coffeyright® and is also the host and producer for the KLIN radio talk show, *CoffeyTalk of Lincoln*.

Bonnie holds a B.A. in Business Management and is very active in the American Business Women's Association.

Having lived in the U.S. and internationally, she is currently in her 35th home. She has excelled in 24 different work endeavors with 14 different organizations. Her diverse background has even caught national attention with a feature in the January 1995 issue of *Kiplinger's* magazine.

Bonnie's persuasive, interactive style invites audience and employee participation, providing an enriching and fun experience for all.

Bonnie was the speaker for the UNOPA/UAAD meeting in January 1995.

The Seventh Phone Call – Networking Your Way to Success

How is your network?

Do you know how to establish one?

If you have a network, have you used it to its fullest capability?

and

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▼ ▼ ▼

Thursday, April 20, 1995

Registration begins at 12:45 p.m.
1:00 - 5:00 p.m.

Selleck Hall – Continental Dining Room
*Please enter through the east door
by the Selleck dock.*

Refreshments will be served.

This workshop will count as 2/3 of a point towards inservice training which is required for the PSP certification.

Registration Deadline is Monday, April 17

- UNOPA Members: No Cost*
- Non-UNOPA Members: \$20.00

Name: _____

Address: _____

Phone: _____

* Free for UNOPA members who have paid the dues (\$12) for the 1994-95 year.
For membership information, contact Theodora Walker, Membership Director, 472-2111.

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Return bottom portion of this form to: Michele Strickler, 225 Keim Hall, UNL, Lincoln, NE 68583-0949 — 402/472-2056