

# EMPLOYEE SEMINAR PROGRAM

East Earl, Pennsylvania • Wednesday, September 20, 2017



## SEMINAR THEME: Efficiency and Productivity

**8:00 – 8:30 AM** REGISTRATION, REFRESHMENTS, AND SEATING

**8:30 – 8:45 AM** WELCOME AND SEMINAR DETAILS

**8:45 – 9:25 AM** GENERAL SESSION

### Productivity, Efficiency, and the Bible – Marvin Martin

Does God really care about productivity and efficiency? We're living in a fallen world that contains difficulties, decay, and disorder. Yet, Biblical stewardship calls us to work with responsibility and accountability. Key principles of the Gospel include orderliness, productiveness, and giving your best efforts. This session will inspire you to rise to the challenges of improving products, processes, and productivity in your workplace for the sake of Christ.

**9:25 – 9:35 AM** ANABAPTIST FINANCIAL UPDATE

**9:35 – 9:50 AM** BREAK

**9:50 – 10:30 AM** BREAKOUT SESSIONS

### Problem Solving: Finding the Root Cause – Dale Savage

Solving problems is a skill that employees need to develop. Finding the root cause of a problem is key to finding a correct and sustainable solution. For that to happen, it is important to recognize the barriers to getting to the root cause, the methods for finding it, and problem-solving tools. We will examine each of these in order to understand how to get to the root cause so problems can be minimized or eliminated. Learn to be a problem solver!

### Office Track: Computer Training – Basic Troubleshooting Techniques – Tom Graber

Do you click the Print button but nothing happens? Does your screen go blank? Does a program "freeze" and you cannot do anything? This session will help you identify possible causes and assist you in diagnosis and resolution. Learn how to troubleshoot and avoid needing to call your IT support.

**10:30 – 10:45 AM** BREAK

**10:45 – 11:25 AM** BREAKOUT SESSIONS

### Joy and Productivity (The Solomon Principle) – David Bower

King Solomon was known far and wide for his wisdom and wealth—and one more thing. When the Queen of Sheba visited Solomon, she stated that the "half that was not told her." Solomon's wealth and wisdom were beyond her expectations, but what also surprised her was that Solomon's servants were happy. Employees can reach top performance if their work is a good fit for their talent and aptitude, and they are properly trained. Learn how to seek alignment at work that brings out the best in you.

### Office Track: Computer Training – Using Shortcuts to Increase Productivity – Tom Graber

Most of us know how to perform basic functions on a computer to do our job. However, computers have many built-in methods and features you can use to streamline operations. In this session you will learn common shortcuts and features to increase productivity and efficiency.

**11:25 – 12:35 PM** LUNCH

**12:35 – 1:15 PM** BREAKOUT SESSIONS

### Organizing for Productivity – Ray Randolph

"Value" is what customers pay for. A key insight for operational success is learning to see which business activities add value and which ones don't. The goal of organizing is to make the value-adding activities easier, and reduce activity that doesn't add value. We look at several basic techniques for organizing: work-area layout, the 5 S's, and visual controls.

### Office Track: Computer Training – Protecting Your Computer's Data – Tom Graber

The most valuable thing on your computer is the data you create. After all, the data is the reason for having the computer in the first place. Learn how to identify scams, spam, and exploits, saving yourself and your company from downtime, while keeping your data out of the wrong hands.

**1:15 – 1:30 PM** BREAK

**1:30 – 2:10 PM** BREAKOUT SESSIONS

### Problem Solving: Continuous Improvements – Dale Savage

Continuous improvement is the way to deal with obstacles in your business, but where to begin? You must first determine if you are trying to solve a problem or simply improve a process or procedure. The answer will determine the steps you will follow. Learn how to reduce obstacles and implement improvements that will make a difference.

### Office Track: Accounting for Bookkeepers – Part 1 – Keith Martin

Clean accounting books are important for effective business management and accurate tax reporting. Bookkeepers need to understand how the chart of accounts serves as the foundation of the company's financial record keeping system and how transactions will be reflected on the financial reports. In this session you will learn key tips for bookkeeping that produce accurate financial reports and more. Deepen your knowledge of accounting so that you can see the big accounting picture.

**2:10 – 2:25 PM** BREAK

**2:25 – 3:05 PM** BREAKOUT SESSIONS

### Standardizing the Best Known Process – Ray Randolph

Standardizing your process is the secret to getting consistent results for quality, productivity, and on-time delivery. Why is standardizing so hard? What does it take to create standards, maintain them, and continuously improve them? Some people think that standards destroy creativity. But if standardizing is done right, it drives high performance AND frees a team to innovate.

### Office Track: Accounting for Bookkeepers – Part 2 – Keith Martin

There is an appropriate and adequate way to record every financial transaction. Learn how to record infrequent transactions such as setting up new loans, monthly transactions such as loan payments and balancing bank statements, and daily transactions such as recording checks and deposits, invoices and bills, and cash drawer activity. Learn how, when, and if you should do journal entries. Avoid common accounting pitfalls and receive kudos for your accurate numbers!

You are invited to attend an

Anabaptist Financial

# EMPLOYEE SEMINAR

LEARN · CONNECT · NETWORK

## SPEAKERS

**Marvin Martin**—Myerstown, PA  
*Partner, Keystone Collections*

**Dale Savage**—Arcanum, OH  
*Supervisor, Mahle Behr Dayton, LLC*

**Tom Graber**—Ephrata, PA  
*Consultant, Landis Technologies, LLC*

**David Bower**—Glade Hill, VA  
*Owner, Seven Oaks Landscaping*

**Ray Randolph**—Willow Street, PA  
*Lean Consultant, Effective Systems*

**Keith Martin**—Myerstown, PA  
*Business Accountant, Martin Accounting Service*

### COMPUTER CLASS ATTENDEES:

*We recommend that you bring your laptop with Windows 10 or Windows 7 operating system.*

### SEMINAR LOCATION AND DATE:

**Wednesday, September 20, 2017**

**Shady Maple Banquet Center**

129 Toddy Drive  
East Earl, PA 17519

## Registration Form PA Employee Seminar

----- Cut out or copy this form, and mail to the Stewardship Resources address given below. -----

**Please list each person so we can prepare name tags.  
Attach an additional sheet if needed.**

Name(s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

### Please include payment with your registration

If registered on or before September 5, \$79 for the first person.  
Additional attendees \$69, if from the same family or business.

If registered after September 6, \$89 for the first person.  
Additional attendees \$79 if from the same family or business

To register online, visit: [afweb.org/register](http://afweb.org/register)

If registering by mail, return this form with a check payable to:



1245 Old Route 15  
New Columbia, PA 17856  
seminars@afweb.org  
800-653-9817, ext. 222 (phone)  
866-230-6253 (fax)