

EMPLOYEE SEMINAR PROGRAM

Heritage Community Center • Millersburg, Ohio • Wednesday March 14, 2018



8:00 – 8:30 AM REGISTRATION, COFFEE, AND SEATING

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

8:45 – 9:30 AM GENERAL SESSION

The Importance, Purpose, and Results of Good Communication – Jeff Miller

Why does good communication matter? What makes communication so important? What are the results of effective communication?

9:30 – 9:40 AM ANABAPTIST FINANCIAL UPDATES

9:40 – 10:00 AM BREAK

10:00 – 10:45 AM GENERAL SESSION

Effective Business Communication Principles – Gary Garber

Communication is the connection that allows thoughts, emotions, ideas, and influences to flow to each other. Are principles of business communication different than communication at church, home, or with friends? Are we born with the ability to communicate, or must it be learned? This session will explore the basic principles to remember, regardless how you communicate.

10:45 – 11:00 AM BREAK

11:00 – 11:45 AM GENERAL SESSION

Effective Business Communication Methods – Gary Garber

Beyond communication principles, is the difficult task of how to communicate effectively in daily business situations. Which methods work best for individuals, small groups, or larger groups? How do methods change as your organization grows? How do you properly communicate in difficult situations? This session will discuss practical tips on communication for employees to maintain a Godly connection with others in the workplace.

11:45 – 1:00 PM LUNCH

1:00 – 1:45 PM BREAKOUT SESSIONS

Active Communication with Leadership – Roy Allen Miller

Communication is key to achieving a good work ethic. Organizational growth and effectiveness hinges on employees sharing their thoughts and ideas with their leaders. When leaders and followers communicate with each other, inspiration and motivation are enhanced, and the vision is carried through to completion. In this session, learn how to talk with your leaders and become an indispensable employee.

Office Track: Accounting for Bookkeepers – Part 1 – Raymond Miller

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.

1:45 – 2:00 PM BREAK

2:00 – 2:45 PM BREAKOUT SESSIONS

Enhancing Communication Through Questions – Dale A. Savage

The power of good questions is often overlooked. Good questions can open lines of communication, clarify expectations, and spark new ways of thinking. Asking great questions without making the other person think you are questioning his or her knowledge and/or authority is a skill. Like any other skill, it takes practice but the person that asks the great questions will likely provide the most value to conversations.

Office Track: Accounting for Bookkeepers – Part 2 – Raymond Miller

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.

2:45 – 3:00 PM BREAK

3:00 – 3:45 PM BREAKOUT SESSIONS

Listening Well – Marcus Beiler

What is good listening? What are the qualities of good listening? Why is it important to listen well before responding? How do you listen for what is not being said? This session will teach the art of listening well and provide tips to help you become a good listener.

Office Track: Accounting for Bookkeepers – Part 3 – Raymond Miller

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. Learn how, when, and if you should do journal entries. Avoid common accounting pitfalls and receive kudos on your accurate numbers!

You are invited to attend an

Anabaptist Financial

EMPLOYEE SEMINAR

LEARN · DEVELOP · PRODUCE

SPEAKERS

Jeff Miller—Sugarcreek, OH
Owner, Century Components

Gary Garber—Eaton, OH
Garber Electric; AF Business Advisor

Roy Allen Miller—Millersburg, OH
Manager, Berlin Gardens

Raymond Miller—Millersburg, OH
Owner, R. Miller Accounting

Marcus Beiler—Paradise, PA
Principal, Paradise Energy

Dale A. Savage—Arcanum, OH
AF Business Resource Developer

SEMINAR LOCATION AND DATE:

Wednesday, March 14, 2018

Heritage Community Center

3558 US Route 62

Millersburg, Ohio 44654

Between Berlin and Winesburg on US 62

Amish Transport Services for AF Business Seminar

Please call any of the phone numbers listed below for transportation to the seminar. Call to make arrangements by March 7th. Vans are scheduled to pick up and deliver individuals to the seminar in Berlin, OH by 8:00 am. When making arrangements, provide name, address, and contact phone number. Individuals will pay drivers directly for transportation rendered.

WAYNE COUNTY - Dan Schlabach:

Schlabach Engine - Apple Creek, OH 330-698-0229

GEAUGA COUNTY - Mervin Miller:

Marsh Valley Forest Products - Middlefield, OH 440-632-1889

Registration Form Ohio Employee Seminar

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

Name(s) _____

Company _____

Address _____

Phone _____

Email _____

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

Please include payment with your registration

If registered on or before February 28, \$84.00 for the first person.
Additional attendees \$74.00 if from the same family or business.

If registered after February 28, \$94.00 for the first person.
Additional attendees \$84.00 if from the same family or business.

Please make your check payable to Stewardship Resources.

You may also register online at afweb.org/register

Return registration to:



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