

EMPLOYEE SEMINAR PROGRAM

East Earl, Pennsylvania • Wednesday, September 19, 2018



SEMINAR THEME: Business Communications

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 Value of Effective Communication – Rick Rhodes

Every business has a service or product to sell. Just having a quality product or offering a first-class service isn't enough to win someone's business. You must be able to communicate your message to potential customers. Those who know how to communicate the best are usually the ones to win people's business. In this session we will learn the key behind effective communication that brings results.

9:30 – 9:45 AM AF ORGANIZATIONAL UPDATES

9:45 – 10:05 AM BREAK

10:05 – 10:50 AM GENERAL SESSION

Biblical Principles of Communication – Anthony Hurst

Communication is the connection that allows thoughts, emotions, ideas, and influences to flow between people. When Biblical principles are honored, these communications become positive and effective.

10:50 – 11:35 AM GENERAL SESSION

Participating in Effective Meetings and Discussions – Marcus Beiler

Business meetings are essential to making quality decisions. Employees should help provide insights, cut through confusion, and get the truth on the table. Good discussions create a vision for the path ahead and creative solutions for complex problems. Learn practical ways to participate in effective meetings and bring your workplace knowledge to the table.

11:35 – 12:45 PM LUNCH

12:45 – 1:30 PM BREAKOUT SESSIONS

Effective Methods of Business Communication – Anthony Hurst

Beyond communication principles lies the difficult task of communicating effectively in daily business situations. Which methods work best for individuals, small groups, or larger groups? This session will discuss practical tips for both leaders and employees to speak effectively with others in the workplace.

Overcoming the Barriers to Good Communication – Marlin Nolt

Communication is not easy. Barriers abound. Misunderstandings can crop up due to poor communication habits. Learn to recognize the roadblocks to good communication and stop the downward spiral of communication breakdown. This session will teach you how to identify your weaknesses and become a better communicator.

1:30 – 1:45 PM BREAK

1:45 – 2:30 PM BREAKOUT SESSIONS

Listening Well – Doug Ramer

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? How do you ask pertinent questions? This session will teach the art of listening well and provide tips to help you become a good listener.

Basic Principles of Mediation and Conflict Resolution – Nevin Beiler

Conflicts will arise. Are you prepared to respond? The Anabaptist faith teaches us to respond peacefully when in conflict with our enemies. However, the daily challenge of working with employees, employers, partners, and customers can test our core principles. This session provides training on conflict prevention and conflict resolution. It addresses how to resolve the everyday conflicts that emerge in the office, on the production floor, or on the job site.

2:30 – 2:45 PM BREAK

2:45 – 3:30 PM BREAKOUT SESSIONS

Effective Business Writing – Paul A. Miller

We work with our tools, we work with our hands, and yes—we work with our words. As with any other skill, you can train yourself to shape your thoughts and organize your words. Learn useful day-to-day writing skills that help you write clearly and effectively.

Crucial Communication in Disagreements and Conflict – Marcus Beiler

Tough issues can be worked out with thoughtful disagreement and debate. In fact, the best ideas rarely emerge without the freedom to vigorously discuss and disagree. The Bible teaches us to "speak the truth in love" and respond peacefully in conflict. This session provides training on how to communicate in everyday disagreements and resolve conflict with radical truth-speaking and transparency.

You are invited to attend an

Anabaptist Financial

EMPLOYEE SEMINAR

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SPEAKERS

Rick Rhodes—Reading, PA
Co-Founder, IMPAC Communication Conference

Anthony Hurst—Myerstown, PA
Administrator, Myerstown Mennonite School

Marcus Beiler—Paradise, PA
Principal, Paradise Energy

Marlin Nolt—Romulus, NY
Partner, Sensenig Landscape Supply

Doug Ramer—Myerstown, PA
HR manager, Martin Appliance

Nevin Beiler—New Holland, PA
Attorney, Beiler Legal Services, P.C.

Paul A. Miller—Walnut Creek, OH
Executive Officer, Anabaptist Financial

SEMINAR LOCATION AND DATE:

Wednesday, September 19, 2018

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 4, \$84 for the first person.
Additional attendees \$74 if from the same family or business.

If registered on or after September 5, \$94 for the first person.
Additional attendees \$84 if from the same family or business.

To register online, visit afweb.org/register

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



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