

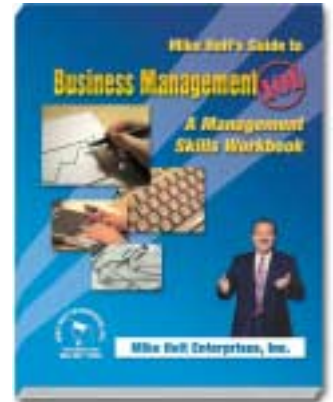
# Business Management 101

**A Management Skills Seminar That Will Take You to the Next Level!**

**October 11 • Ft. Lauderdale  
November 8 • Miami**

Join us for this interactive workshop based on Mike Holt's newest book - **Business Management 101 - A Management Skills Workbook**. Learn new techniques for taking your business to the next level. Identify areas in your company that can make the biggest impact on your bottom line, and review the fundamental skills that build a solid management system.

This seminar will cover business management basics with an emphasis on improving your skills to be more efficient and effective. You will create a customized strategic plan for your business helping you map out steps to overhaul key areas of your company. If you own a business or ever thought of owning a business, or are a project manager, then this workshop is for you! Thinking of opening your own business? Then join us for an overview of the skills that will help you write a strong and effective business plan.



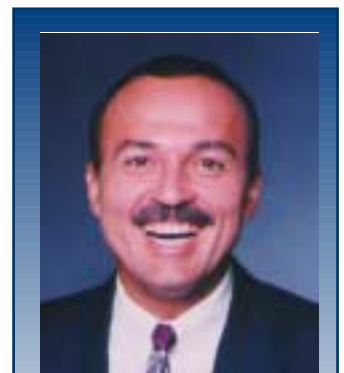
## About the Speaker



**Belynda Holt**

Belynda Holt has worked as a supervisor, project manager, marketing director, trainer, account executive and consultant for various companies including Mike Holt Enterprises. In 1993, she graduated with a Bachelor of Arts in Communications from FAU and went on to graduate with honors from Nova Southeastern University, earning a Masters in Business Administration. Since 1995, she has been conducting training workshops in technology and employability skills throughout Florida, and has been a speaker at national sales conferences. Belynda has conducted training workshops and presentations for such diverse clients as Miami-Dade Community College, Miami-Dade Housing and Urban Development, Miami-Dade County Schools, Brevard County Schools, Hillsborough

County Schools, Westminster Academy, McGraw-Hill Publishers, NTC/Contemporary Books and many more. Recently, she was a contributing editor on Mike Holt's, *Business Management: A Management Skills Workbook*, the text used for this class.



**Mike Holt will be presenting the introduction from 8:00 am to 8:30 am**

## Read what others have said about Belynda

After years of presenting rarely have I noticed an individual as excellent in addressing a crowd.

Workshop Participant.

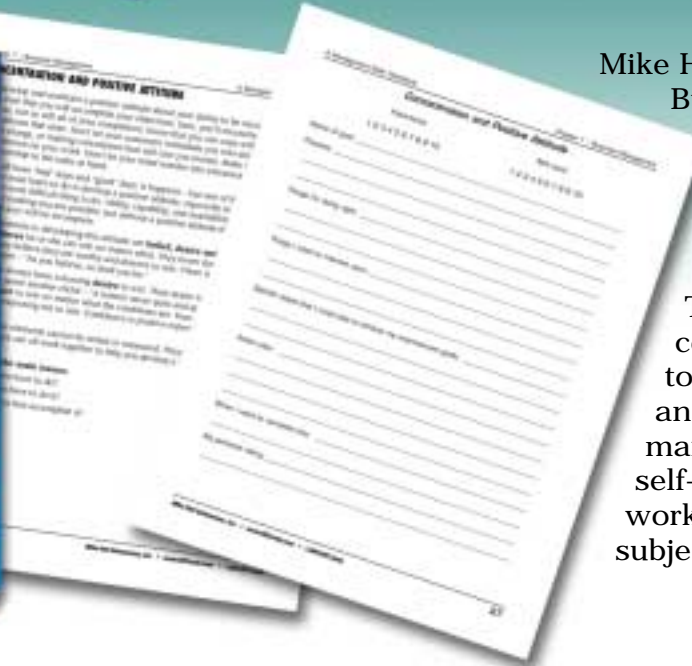
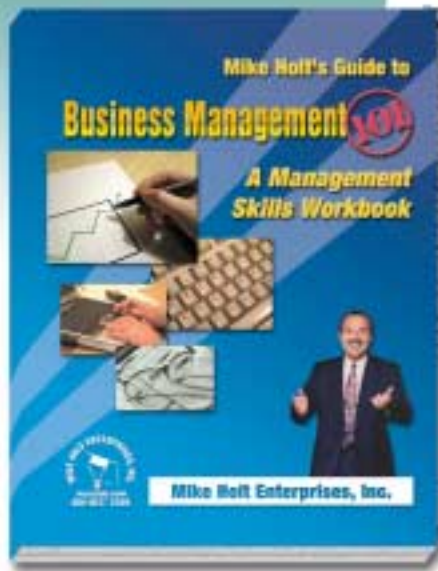
Instead of giving students what they could have read in a textbook on the subject, Belynda provided an amazing amount of practical research and application ideas.

Walt Jominy  
Westminster Academy

She is a polished professional with a high degree of personal standards for performance and quality.

Pete DiPaolo  
Integrated Consultants International

# About the Management Skills Workbook



Mike Holt's Guide to Business

Management is a no-nonsense approach to effective management skills. This workbook covers hundreds of topics presented in an easy to understand manner and includes self-evaluation worksheets after each subject.

The Management Skills Workbook covers a wide variety of topics including:

- **Burnout**
- **Commitment**
- **Character**
- **Crisis Management**
- **Delegation**
- **Drive**
- **Goal Setting**
- **Integrity**
- **Leadership**
- **Motivation**
- **Peter Principle**
- **Planning and Organizing**
- **Problem Solving**
- **Procrastination**
- **Self-Confidence**
- **Teamwork**
- **Time Management**
- **Training**
- **Vision**

## Seminar Schedule

### Morning

8:00 – 9:00	Intro Balance – All Things in Proportion Business Image and Reputation Change
9:00 – 10:00	Communication Computers/Technology Creativity/Innovation Crisis Management
10:00 – 11:00	Delegation Goal Setting Groups and Associations Leadership
11:00 – 12:00	Listening and Learning Management's Role "No" – The Most Difficult Word Planning and Organizing
12:00 – 1:00	Lunch

### Afternoon

1:00 – 2:00	Positive Attitude Problem Solving Procrastination Success Self-confidence
2:00 – 3:00	Time Management Weaknesses Websites and Internet Marketing Sales
3:00 – 4:00	Company Policy Hiring and Firing Meetings Mistakes
4:00 – 5:00	Motivation Stress Teamwork Training

# Business Management 101

## Seminar Schedule

### Check-in:

7:00am

### Seminar:

8:00am to 5:00pm

## Seminar Fee

### Seminar - \$95.00

(\$50 for each additional registrant)

### Workbook - \$35.00

(Free if registered 30 days in advance)

## Locations

### October 11, 2003

Coral Springs Marriott Heron Bay  
11775 Heron Bay Boulevard  
Coral Springs, FL 33076  
954-753-5598

### November 8, 2003

Embassy Suites Miami Airport  
3974 NW South River Drive  
Miami, FL 33142  
305-634-5000

## Registration

### Step 1 Yes, I want to sign up for this informative one-day Business Management Seminar

Name: \_\_\_\_\_

Title: \_\_\_\_\_

No. of Registrants: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Business Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Business Fax: ( \_\_\_\_\_ ) \_\_\_\_\_

E-mail: \_\_\_\_\_

### Step 2 Select City and Date

Ft. Lauderdale, October 11       Miami, November 8

I can't make the seminar, but I would like to purchase \_\_\_\_\_ books at \$35 each (add 4% of total for books for shipping, minimum \$6)  
Florida Residents Only add 6% Sales Tax (for books only)

### Step 3 Select Method of Payment

VISA    MASTER CARD    DISCOVER    AMEX

CHECK    MONEY ORDER

Credit Card # \_\_\_\_\_ Exp. \_\_\_\_\_

### 4 Ways to register:



**By Phone:** Call TOLL-FREE 1-888-632-2633 Monday through Friday, 8:30 am-5:30 pm ET.



**By Fax:** Complete the registration form and fax to 954-720-7944.



**Online:** Register by credit card 24 hours-a-day at [www.mikeholt.com](http://www.mikeholt.com)



**By Mail:** Complete the registration form and send to:  
Mike Holt Enterprises  
7310 W. McNab Rd.  
Suite 201  
Tamarac, FL 33321

1st Registrant      \$95.00

Others      \$50 x \_\_\_\_\_ = \$ \_\_\_\_\_

Workbooks      \$35\* x \_\_\_\_\_ = \$ \_\_\_\_\_

Total fee      \$ \_\_\_\_\_

\*Workbooks free if registered 30 days in advance.

Class size will be limited so register early.  
Fax this form to: 954.720.7944. Dates are tentative and subject to change

## MIKE HOLT ENTERPRISES, INC.

7310 W. McNab Road, Suite 201 • Tamarac, FL 33321

888.632.2633 • Fax: 954.720.7944 • [www.MikeHolt.com](http://www.MikeHolt.com)