



"Nuts & Bolts" is a comprehensive series of classes to help build and improve your business. Whether you're just starting a business or have been in business for a while, choose from any of the classes listed for an informative talk from Maui's business community.

PLACE	American Savings Bank Conference Room in the Maui Mall
TIME	11:30 am to 1pm (unless noted otherwise) Please brown bag
FEE	\$5.00 Chamber Members, \$10.00 Non-Member
CONTACT	Call 871.7711 to sign up.

OVERALL SERIES SPRING 2005

1. HUMAN RESOURCE MANAGEMENT

- January 27 Interviewing Techniques /
How to Hire and Keep Employees
Lynne Woods
- February 3 Performance Reviews
Debbie Cabebe and Paul Felix
- February 10 Government Regulations
Carole Kooy
- February 17 Payroll
Carole Kooy

2. FINANCIAL MANAGEMENT

- February 24 Cash Flow Management
Sharron Courter
- March 3 Collections / Receivables
TBA
- March 10 Leases and Liabilities
TBA
- March 17 Negotiating a lease
Grant Howe
- March 24 Writing a budget
TBA

3. MARKETING

- March 31 Growing a Business through Marketing
Darlis and Daniel Smith
- April 7 Advertising Budget
Susan Hernandez
- April 14 Marketing plan / Goal setting
Michael Moore and Lynne Woods
This will be a panel discussion
- April 21 Brand strategies
Saedene Yee-Ota

As a courtesy to our instructors, we appreciate R.S.V.P.'s within 2 days prior to the class. All classes are subject to change with notice, mahalo.



"Nuts and Bolts" is a Business Education Series organized by the Maui Chamber of Commerce. If you're not a member already learn about the Chamber at www.themauiweb.com

CALL 871.7711 TO SIGN UP