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NATIONAL SEMINARS OF TARLAC STATE UNIVERSITY

The Tarlac State University will hold the following national seminars this year at the Tarlac State University at Lucinda Campus, San Sebastian, Tarlac City:

Title	Date
“On Top of Everything” How to Develop and Manage Training Programs for People Excellent in the Workplace	August 25-27, 2010 Tarlac State University Hotel
“An Eye for Perfection” Skills Enhancement for Effective Supervision (SEES)	
“Communicate” The Writer’s Route in Technically Efficient Writing	September 22-24, 2010 Tarlac State University Hotel
“On Q: Total Quality Management for Managers”	
“Crystal Clear: Delivering the Message Effectively in Public Speaking”	October 20-22, 2010 Tarlac State University Hotel
“Information at Your Fingertips” Achieving Excellence in Archives and Records Management”	
“At the Flick of a Finger, The Dynamics of Problem Solving and Decision Making”	November 24-26, 2010 Tarlac State University Hotel
Right Hand, On Hand: Creating Extraordinary Assistants Training for Secretarial Excellence	
Go the Extra Mile: Excellent Customer Service Skill for Frontline Staff	December 1-3, 2010 Tarlac State University Hotel
Make an Image: Learn Website Development and Connect Globally	

The registration fees are the following:

- a. **Live-in** participants will be charged Five Thousand Nine Hundred Pesos (PhP 5,900.00) each inclusive of certificate of attendance, two overnight hotel accommodation, 7 meals, 6 snacks, handouts, seminar kit/bag, plus a CD containing seminar modules.
- b. **Live-out** participants will be charged Three Thousand Nine Hundred Pesos (PhP 3,900) each inclusive of certificate of attendance, 3 meals and 6 snacks, handouts, seminar kit/bag, plus a CD of the seminar modules.

For more information regarding the descriptions of the seminars, contact Dr. Augusto E. Salonga, Director, or Aileen and Ara at telephone no. (045)-982-0102; Professional Development and Consultancy Service Office at cellphone no. 0928-500-8680, or email us at tsu-pdcs@yahoo.com.