

DATEBOOK

Datebook features upcoming events around the suburban business community. To list an event, write: Datebook, Building & Business, Observer & Ecorbri News, 36251 Schoolcraft, Livonia, 48150. Our fax number is (313) 591-7279.

SATURDAY, JUNE 4

EFFECTIVE WRITING

Oakland University and Detroit Women Writers co-sponsor a seminar "The Business of Writing: How to Win the Game." Speakers: Patricia J. Peterson, president and general manager, Management Recruiters Group in Lansing. Cost is \$15 for members, \$18 for non-members. For reservations, call 268-7770.

MONEY MANAGEMENT

Schoolcraft College's Continuing Education Services offers a one-day class "Personal Money Management Techniques," how to get more out of your paycheck. 9 a.m. to 4 p.m. on campus in Livonia. Cost is \$37. To register, call 462-4448.

TUESDAY, JUNE 7

ESTATE PLANNING

Dean Witter Reynolds sponsors a free estate planning seminar 7-9 p.m. at the Fairlane Club in Dearborn. For reservations, call Rene Stephan at 963-5623.

QUICK-TURN DEALS

The Downriver Real Estate Investors Association hosts Ron Legrand, a specialist in quick-turn real estate, who will talk about how to buy low and sell fast. 7 p.m. at the Ramada in Southgate. Northline one block east of I-75. Fee for non-members is \$10. For information, call Wende Koehler at 271-4168.

STATE TAX FORUM

The Michigan Association of Certified Public Accountants presents its annual state tax forum 8 a.m. to 4:30 p.m. at Laurel Manor in Livonia. The program consists of nine discussions. Cost, which qualifies for eight hours of CPE credit, is \$120. To register, call the MACPA conference department at 855-2268.

WEDNESDAY, JUNE 8

RESEARCH STRATEGIES

The International Association of Business Communications Detroit hosts a program "Measuring the Impact of Your Business Communications." 11:45 a.m. to 1:15 p.m. at the Radisson Plaza Hotel, Southfield. Speaker: R. Michael Hickey, director of market research, Price Creative, Lansing. Cost is \$20 for members, \$22 for non-members. Reservations due by June 3 through Nancy Skidmore at 548-5940.

ELECTRONIC BOOKING

The Business Enterprise Development Center hosts a free seminar "Selling to the Government Electronically" 8-11 a.m. at its offices, 1301 W. Long Lake Road, Troy. To register, call Brooke Hicks at 952-5800.

THURSDAY, JUNE 9

SUCCESS RECIPE

The National Association of Career Women Metro Detroit Chapter hosts a

luncheon program "Ingredients for Success" 11:30 a.m. to 1:30 p.m. at Meriwether's, 25485 Telegraph, Southfield. Speaker: Patricia J. Peterson, president and general manager, Management Recruiters Group in Lansing. Cost is \$15 for members, \$18 for non-members. For reservations, call 268-7770.

EFFECTIVE INTERVIEWS

The American Society of Employment hosts a two-day seminar "Conducting Effective Interviews" 9 a.m. to 4:30 p.m. the date and Thursday, June 16, at its offices, 23815 Northwestern, Southfield. Speaker: Joyce A. Kelly, a human resource development consultant. Cost is \$295 for members, \$350 for non-members. Advance registration requested at 353-4500.

TAX CONFERENCE

The Michigan Association of Certified Public Accountants and Wayne State University co-sponsor a conference "Accounting for the Tax Practitioner" 8 a.m. to 4:30 p.m. at the McGregor Memorial Conference Center at Wayne State University in Detroit. Eighteen breakout sessions will be offered. The conference qualifies for eight hours of CPE credit. The conference will be repeated Tuesday, June 21, at the Troy Marriott. Cost is \$120. To register, call the MACPA at 855-2268.

FRIDAY, JUNE 10

CPA WEEKEND

The Division of Continuing Education at Oakland University hosts a CPA weekend 8 a.m. to 4 p.m. June 10-12 on campus in Rochester Hills. CPE credits can be earned by accountants, insurance agents and certified financial planners. Registration fee is \$25, tuition \$35 per class, \$120 for all day and \$70 for four-hour insurance classes. For a brochure and to register, call 370-3120.

TUESDAY, JUNE 14

FAIR HOUSING

The Apartment Association of Michigan sponsors a seminar on how to manage an apartment community in compliance with fair housing regulations 8:30-11:30 a.m. at the Radisson Plaza Hotel in Southfield. Cost, which includes breakfast, is \$25 for AAM members, \$40 for non-members. To register, call 737-4477.

INVESTMENT SEMINAR

Financial Stewardship sponsors a free investment seminar 7:30-9 p.m. at its offices, 5435 Corporate Drive, Troy. To register, call 641-2681.

SUPERVISION PRINCIPLES

The American Society of Employment presents a three-part seminar "Principles & Practices of Supervision" 9 a.m. to 4 p.m. on successive Tuesdays starting this date at its offices, 23815 Northwestern, Southfield. Cost is \$295 for members, \$475 for non-members. Advance registration requested at 353-4500.

PLANTING SEEDS

The Southeastern Michigan Venture Group hosts a panel discussion "nancing Emerging Enterprises" 8 a.m. at the Radisson Plaza, Southfield. Cost is \$25, \$30 after June 10. For reservations, call Joel Lewis at 598-0402.

EVALUATING BORROWERS

The Association of Professional Mort-

Study up on total quality

"First Thing Monday Morning" is the title of a presentation on total quality management June 16 at the Livonia Marriott, 17100 Laurel Park Drive North in Livonia.

The presentation is being sponsored by the Detroit Council of the Quality & Productivity Management Association.

Featured speaker is Larry Dille, vice president of education/standards of excellence for UARCO, Inc., a national leader in computer forms printing and supplies management. Dille is responsible for man-

aging the education and skills training for both the sales and production areas of UARCO. Under his leadership, the company has received awards for its TQM process and was recently certified as a quality supplier by the General Motors Corp.

The cost to attend the presentation is \$15 for members and \$30 for nonmembers. The half-day session will run 1:45-4:30 p.m. Reservations must be made by June 8.

To reserve a seat, call Jennifer Schotte at Prism Performance Systems: (810) 474-885.

Women presents a seminar "Evaluating the Self-Employed Borrower" 8:30 a.m. at MGIC, 2155 Butterfield, Troy. Speaker: Linda Lawrence, senior underwriter, MGIC. Cost is \$15 for members, \$25 for non-members. To register, call Dolores Salver at 968-5800.

Mile, during the June membership luncheon of the Farmington Hills Chapter of Commerce, Cost is \$15 for members, \$25 for non-members. Register by June 10 at 474-3440.

WEDNESDAY, JUNE 15

COUNTY UPDATE
L. Brooks Patterson, Oakland County executive, gives an update "What's Happening in the County" noon at Amici's Italian Village, 34405 W. 12

JOB SEARCH
American Transition Consultants sponsors a workshop "The Job Search - Do You Have a Plan?" 6:30 to 9 p.m. at William Tyndale College, 12

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Mile and Drake, Farmington Hills. Cost is \$5. To register, call Tom Sarrett at 653-3444.

MEETING ALLIANCE
The Hispanic Business Alliance presents a panel discussion "Mexico After NAFTA" at its quarterly membership meeting 6 p.m. at the Kingsley Inn, Bloomfield Hills. Cost is \$25 for members, \$35 for non-members and \$10 for students. Hors d'oeuvres and a cash bar will be available.

TAX PLANNING
Cole Financial and the Livonia Chamber of Commerce host a seminar "How to Take Money Out of Your Business on a Tax-Advantaged Basis" 7-9:30 p.m. at the Meadows of Livonia, 28511 Jamison, South Building. Cost is \$50, but first 25 responses admitted free. For reservations, call (800) 775-8061 ext. 2411.

TRUSTS AND WILLS
The Education Forum, a non-profit public service organization, hosts a free seminar "Trusts & Wills: How to Avoid Taxes and Probate" 2 p.m. and 7 p.m. at the Livonia Civic Center U-

brary, 32777 Five Mile. Reservations required at 466-9222.

BUILDING TIPS
The Builders Association of Southeastern Michigan hosts a bus tour of local builder's subdivisions to observe various techniques and new construction technology 9 a.m. to 1 p.m. Cost, which includes lunch, is \$20 for BSA members, \$35 for non-members. To register, call 737-4477.

THURSDAY, JUNE 16

INVESTING FOR WOMEN

Robert A. Hardies, president of Financial & Portfolio Advisors, hosts a free workshop on investing for women 11 a.m. and 6:30 p.m. at the Livonia Comfort Inn, Middlebelt at Schoolcraft. For reservations, call 1-800-473-4012.

FRIDAY, JUNE 17

SELLING DYNAMICS

Mitchell Selling Dynamics presents a seminar "Relationship Sales" 9 a.m. to 4 p.m. at the Somerset Inn, Troy. Cost is \$199. To register, call 800-328-9060.

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Job prospects looking better

Positive employment prospects are expected for the Detroit area this summer, based on company responses to Southfield-based Manpower Inc.'s Employment Outlook Survey for the third quarter.

"Plans to recruit more workers during July, August and September are expressed by 90 percent of local businesses surveyed. Only 13 percent anticipate smaller staffs," said Jeanne Heller of Manpower.

"Additionally, 64 percent expect current workforce levels to prevail and the remaining 3 percent are uncertain."

"Hiring activity typically peaks during the summer months," Heller said. "In our area, the outlook was somewhat better three months ago, when 36 percent of those interviewed projected increased hiring and 10 percent predicted cutting back. Last summer, 25 percent intended to add personnel while 12 percent reported planned reductions."

This summer, job prospects appear best in durable goods manufacturing, services and public administration. Outlets are planned in finance/insurance/real estate, education and construction. Mixed intentions are voiced by wholesale/retail merchants and non-durable goods manufacturers.

On a national scale, the survey shows a clear continuation of increasing employment with hiring at its highest level in five years. A total of 29 percent plan to increase employment and just 7 percent expect workforce reductions. Another 61 percent will remain at current levels and 3 percent are not yet certain.

Manpower Inc. conducts the Employment Outlook Survey on a quarterly basis. It is a measurement of employers' intentions to increase or decrease the permanent workforce, and during its 17-year history has been a significant indicator of employment trends.

The survey is based on telephone interviews with more than 18,000 public and private employers in 483 U.S. cities.

Manpower Inc. is the world's largest temporary help firm, annually providing employment to nearly 1.5 million people through more than 1,900 offices in 36 countries. Office services account for more than half of the assignments in which its temporary workforce is engaged.

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