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DATEBOOK

■ DO-IT-YOURSELF ADVERTISING
Common Sense Marketing will discuss "Do-it-yourself small business and
professional practice owners who
desire helpful tips regarding layout
designs, media comparisons, put
licity peckages, newsletters and
mailings at the Troy Community
Center on Thursday, October 16,
beginning at 7 p.m. Call 879-7682.

B COMPUTER LITIGATION
ETC, Entendment Technology that
Continues, Michigan's first computerized litigation support company,
will host as seminar Wednesday,
cot. 21 at the Radisson Suites Hotell in Farmington Hills. ETC has
developed a program with ABA approved litigation support software
that helps litigators with automation. Call 380-9360.

MANAGING RISK PHD.

■ MANAGING RISK PRD.
The Troy-based law firm of Kitch,
Saurbier, Drutchas, Wagner & Kenpy P.C. is sponeoring "The Medical
Practitioner: How to Manage Your
Risk, Conserve Your Assets and
Make Your Practice Better As A
Business." at the Bimingham
Country Club on Wednesday, Oct.
21 beginning at 4:30 p.m. Call 9657447 for reservations.

■ GLOBAL ENTREPRENEUR
Bruce W. Clements, Detroit-based
businessman and lawyer, will kick
off the 992-93 season of Madonna
University's Michael F. McManus
Distinguished Business Lecture Serica in the Kresge Hall on Wednesday, Oct. 21 at 8 p.m.

■ WOMEN'S LEADERSHIP
Management Consultants Janice
Calnan & Janet Gabrion will conduct a day-long seminar on "Women's Leadership: A Balancing Act
for mild-to upper-level women managers in business, education health nois in Troy. Fee: \$370. BUDGETING FOR EVERYONE care and government at teh Bots-ford Inn in Farmington Hills on Tuesday, Oct. 27. Call 730-0322 for more info,

■ JAPANESE BUSINESS MYTHS
Lawrence Techonelogical University in Southfield will present Myths
and realities of Deing Business
with dapnaces on October 21 at the
Fairlane Club in Dearborn. The
seminar will address Japanese history, marketing, protocol, communication, education and values. Call
Karen Todd at 356-9200 for more
info.

HIRE THE BEST
"Hiring the Best" workshop presented 8:30 a.m. to 4:30 p.m.
Wednesday, Oct. 21, at Walsh College on Livernois in Troy. Fee: \$195.

■ BETTER WRITING

"Writing Effective Memos and
Business Letters" half-dny workshop offered Thursday, Oct. 22, at
Lawrence Technological University
in Southfield. Fee: \$195.

■ SECRETARIAL SEMINAR

Secretarial seminar presented Wednesday, Oct. 28, at the Holiday Inn Chambertin in Dearborn. Fee: \$98. Sponsor: Keye Productivity Center. Information: 1-800-821-3919.

■ DEAL WITH CONFLICT
"How to Deal with Conflict in the Workplace" workshop presented 8:30 a.m. to 4:30 p.m. Thursday, Oct. 29, at Walsh College on Liver-

■ BUDGETING FOR EVERYONE
"Budgeting and Forecasing for
Non-Financial People" workshop
presented 8:30 a.m. to 4:30 p.m. Friday, Oct. 30, at Walsh College on
Livernois in Troy. Fee: \$195.

■ DEAL WITH CONFLICT
"How to Deal with Conflict in the
Workplace "workshop presented
8:30 a.m. to 4:30 p.m. Wednesday,
Nov. 4, and Friday, Nov. 6, at
Walsh College on Livernois in Troy.
Fee: \$370. Fee: \$370.

ACCOUNTING FOR EVERYONE

"Accounting and Finance for Non-Financial People" workshop pre-sented 8:30 a.m. to 4:30 p.m. Wednesday, Nov. 11, at Walsh Col-lege on Livernois in Troy. Fee: \$195.

■ BE A BETTER SUPERVISOR
"Hot to Be a Better Supervisor"
workshop presented 8:30 a.m. to
4:30 p.m. Wednesday, Nov. 11, and
Friday, Nov. 13, at Walsh College
on Livernots in Troy. Fee: \$370.

BOOKKEEPING I AND II

"Bookkeeping I and II" workshop presented 8:30 a.m. to 4:30 p.m. Thursday, Nov. 12, at Walsh Col-lege on Livernois in Troy. Fee: \$195.

■ BUSINESS CONSORTIUM Oakland County Business Consor

tium to hold panel discussion on business loans Saturday, Nov. 14 in Southfield. Non-member fee: \$5 on: Annette, 443-0777.

Informaton: Annette, 443-0777.

EVALUATING EMPLOYEES

"Evaluating Employee Peformance"
workshop presented 8:30 a.m. to
4:30 p.m. Tuesday, Nov. 17, at
Walsh College on Livernois in Troy.
Fee: \$370. Fee: \$370.

Fee: \$370.

#PRESENTATIONS
"Delivering Client/Customer Presentations with Impact" offered all day Wednesday, Nov. 18, at Lawrence Technological University in Southfield. Pee: \$295. Information: 356-0200 Ext. 2200.

BETTER LISTENING

"Developing Effective Listening Skills" half-day workshop offered Thursday, Nov. 19, at Lawrence Technological University in South-field, Fec: \$195.

■ BUDGETING FOR EVERYONE

"Budgeting and Forecasing for Non-Financial People" workshop presented 8:30 s.m. to 4:30 p.m. Fri-day, Nov. 20, at Walsh College on Livernois in Troy. Fee: \$195.

BUSINESS CONSORTIUM
Oakland County Business Consortium to examine relationship of Detroit with its suburbs Saturday, Dec. 12, in Southfield. Non-member fee: \$5. Informaton: Annette, 443-0777.

0777.

BUSINESS CONSORTIUM
Oakland County Business Consortium will hear presentation on the American Road Saturdoy, Jan. 9, in Southfield. Non-member fee: \$5. Information: Annette, 443-0777.

MESC, employer group sign partnership agreement

Better service to Michigan employers will be the outcome of an agreement to be signed by a state-wide employer group and the Michigan Employment Security Commission (MESC).

MESC Director F. Robert Edwards and George Johnson, chair of the Michigan Job Service Employers I Council (MMSEC), have announced that the two organizations have formally agreed to joint mission statement.

"Our agreement with the coun-

joint mission statement.
"Our agreement with the coun-

cil is symbolic of our efforts to reach out to our employer customers throughout the state," Ediwards said.

"We are striving to better understand the employment needs of employers so we can improve our services to them. The objective of better employer service is a key element in our first strategic plan - Vision '94.

"In the agreement, we and the

plan -- Vision '94.
"In the agreement, we and the Commission mutually pledge to coordinate our information and

activities," Johnson explained.
"MESC wows to seek our input for
those issues affecting employers,
while we agree to actively promote
MESC and joint Commission
ouncil activities within the business community. It
Both organizations will also
coordinate employer education efforts and develop and promote
ways of improving the delivery of
MESC services.
Job Services Employers' Coun-

Job Service Employers' Coun-cils are voluntary groups of em-

ployers who serve as advisory panels to local MESC Job Service offices.

"The employers" councils have gone through a period of remarkable growth," Johnson said.
"During the 12 months canding in June, we have expanded council membership four-fold, from 237 to 1,067 members. In addition, the number of active councils has nearly doubled from 14 to 27, and 19 more are in the formation stage."

