

Registration Information

Advanced registration is required for each workshop. The deadline for registration is five working days prior to the date of the workshop. Requests for refunds must be submitted in writing and received no later than five working days prior to the day of the workshop. In such cases, the registration fee, less a \$10.00 administrative charge, will be refunded.

No requests for refunds will be honored after that date. Non-attendance does not constitute a withdrawal or a refund.

A check or purchases order is necessary to guarantee registration. Due to limitations on class size, registration will be closed when capacity has been reached. To register, please complete the registration form and indicate which course(s) you wish to take. Please mail the form, along with your check or purchase order made payable to Florida International University and mailed to:

Metropolitan Center
150 SE 2nd Avenue
Suite 500
Miami, FL 33131
ATTN: Jeanette K. Jacques

Please feel free to duplicate the registration form for additional registrations. Do not put more than one name on each form. For additional information call at (305) 349-1439/1442 or fax registration to (305) 577-6338.

Directions to F.I.U. – North Campus

From North: Take I-95 (South) to 826 east towards Biscayne Blvd. /US1. Head south on Biscayne Blvd. To 151st Street. Turn left onto 151st Street. The University is located approximately ½ mile down this road.

From South: Take I-95 (North) to 135th Street, make right (Head East). East on 135th Street until you reach Biscayne Blvd. /US1. Turn left onto Biscayne Blvd. To 151st Street. Make a right onto 151st Street (The University is located approximately ½ mile down this road).

Parking Information

Parking permits will be mailed out five days before the date of the workshop. Students, who register late, should arrive 30 minutes before the course begins to pick up their parking permit. This permit should be placed on the driver's side of the dashboard of your vehicle. Students are allowed to park in Student Parking Only. This space is characterized with a white wheel stop.

Other programs offered:

Administrative Professional Certificate Program –

January 27, 28, & 29, 2010

FIU, Biscayne Bay Campus - WUC 157

Business and Telephone Etiquette

February 4, 2010

FIU, Biscayne Bay Campus - WUC 157

Business Writing & Grammar –

March 10 & 11, 2010

FIU, Biscayne Bay Campus - WUC 157

Customer Service Essentials –

February 25, 2010

FIU, Biscayne Bay Campus - WUC 157

Grant Writing Certification Program

October 2010

To Be Announced

Office Professionalism –

March 25, 2010

FIU, Biscayne Bay Campus - WUC 157

Records Management Certification –

January 28 & 29, 2010

FIU, Biscayne Bay Campus - WUC 157

Time and Stress Management –

March 16, 2010

FIU, Biscayne Bay Campus - WUC 157

Trigger-Proof Your Way to Success: 12 Tools to Keep Your Cool and Confidence in the Workplace

April 8, 2010

FIU, Biscayne Bay Campus – WUC 157

REGISTRATION FORM

Name: _____ Title: _____

Agency Name: _____

Agency Department: _____

Agency Address: _____

Telephone: _____ Fax: _____

City: _____ State: _____

Method of payment: **(Please note that no participant(s) will be admitted into training session without a record of payment)**

Check Enclosed: _____ Purchase Order No: _____

Please fill out the registration form and mail with payment to the Metropolitan Center, Training Division, 150 SE 2nd Avenue, Suite 500, Miami, FL 33131 or fax to 305.577.6338, ATTN: Jeanette.

Please indicate the class(es) for which you wish to register:

Certificate courses:

		<u>For additional participant within same agency</u>
<input type="checkbox"/> Grant Writing Certification Program	\$400.00	\$300.00
<input type="checkbox"/> Administrative Support Staff Certificate Program	\$330.00	\$150.00
<input type="checkbox"/> Records Management Certification Program	\$220.00	\$100.00

**** The cost for each additional participant for any of these trainings is given at a reduced rate of 50%.**

Training Sessions:

		<u>Total with an additional Participant</u>
<input type="checkbox"/> Business and Telephone Etiquette	\$75.00	\$50.00
<input type="checkbox"/> Business Writing & Grammar	\$275.00	\$150.00
<input type="checkbox"/> Customer Service Essentials	\$75.00	\$50.00
<input type="checkbox"/> Office Professionalism	\$65.00	\$45.00
<input type="checkbox"/> Time and Stress Management	\$50.00	\$35.00
<input type="checkbox"/> Trigger-Proof Your Way to Success: 12 Tools to Keep Your Cool and Confidence in the Workplace	\$100.00	\$65.00

**** The cost for each additional participant for any of these trainings is provided a reduced rate.**



Technical Assistance

The Metropolitan Center has the capacity to provide technical assistance in a number of areas that could benefit your organization.

Whether your needs are directly related to the general administration of your organization, or you require assistance with technical analysis, the Center's staff is cross-functional in the areas of public administration and policy analysis. In addition, the Center has developed and executed survey research addressing a number of public issues.

The Center can also provide outside consultants to serve your organization in areas of applied research. The Center draws upon Florida International University's faculty as well as other experts in the community and throughout the State.

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Metropolitan.fiu.edu