



IBT Training and Development Dept. Announces a Teamsters Leadership Academy on: **Microsoft Office 2007 – The Basics**

The IBT Training and Development Department will conduct a Basic Computer Skills Training for Teamster Affiliates, June 30-July 2, 2008 at Wayne State University in Detroit, Michigan. This training, which will cover Microsoft 2007 software programs, will teach Teamster affiliates the computer skills to create correspondence, manage databases, and organize membership information.

Learn how to make use of the Tools in:

Windows Explorer: Learn how to create and store documents in such a manner that allows you easy access to all of your documents.

Word: Become a more efficient negotiator by tracking changes to documents; never forget where you saved a document by inserting file paths, saving versions of proposals, making it easier to track the evolution of proposals to tentative agreements.

Excel: Cost proposals & contracts, create spreadsheets for tracking house visits and phone logs.

Outlook: Appointment reminders, contacts, calendar & email.

PowerPoint: It's all in the presentation. After reaching a successful conclusion to negotiations, present the contract to your members like a pro! Easy to read, quick, concise and to the point!

Instructor: Crystal Leigh, Microsoft Office Master Instructor

Microsoft Office 2007 Training for Teamster Affiliates: The Basics

WHEN: June 30-July 2, 2008
Registration: 8:30 a.m.
Program: 9:00 – 5:00 all three days

WHERE: **Wayne State University**
Welcome Center
42 W. Warren
Detroit, MI 48202
Tel: 313-577-2424 or 313-577-3577

FEE: **\$75.00 per Person**
A check should be made out to the "IBT" and returned with the registration form to the Training & Development Department.

SUGGESTED HOTELS:

Hilton Garden Inn
351 Gratiot Avenue
Detroit, MI 48226
Tel: 313-967-0900
Rate: 199.00 + Tax
1 King Bed or 2 Queens

Sheraton Detroit Riverside
2 Washington Blvd.
Detroit, MI 48226
Tel: 313-965-0200
Rate: 229.00 + Tax
1 Dbl Bed

Marriott Courtyard
333 East Jefferson Avenue
Detroit, MI 48226
Tel: 313-222-7700
Rate: 229.00 + Tax
1 King or 2 Dbl Beds

MGM Grand
1777 Third Street
Detroit, MI 48226
Tel: 1-888-646-3387
Rate: 249.00 + Tax
1 Luxury King or 2 Queens

Motor City
2901 Grand River Avenue
Detroit, MI 48201
Tel: 1-866-782-9622
Rate: 229.00 + Tax
1 King or 2 Dbl Beds

Affiliates are responsible for the cost of their own transportation, lodging and meals not provided through the program. Hotel and flight reservations should be made as soon as possible. You can contact the Teamsters Travel Department at 1-800-IBTFLY1 to assist you with your travel arrangements.

Please fill out the registration form (also available on www.teamster.org) and return it to the IBT Training and Development Department ***as soon as possible since space is limited.***

******There are only 28 spaces available for this program so please contact Marie Nolan at (202) 624-8965 before making hotel or travel arrangements to ensure that space is still available.******



Registration Form

TLA for Teamster Affiliates
Microsoft Office 2007 – The Basics

Wayne State University, Detroit, Michigan
June 30 – July 2, 2008

Name: _____ Title: _____

Affiliate: _____ E-mail: _____

Have you made hotel reservations yet? Yes ___ No ___ Hotel not required ___

If yes, where? _____

Arrival date: _____

Departure date: _____

Registration Fee is attached. Yes ___ No ___

Please tell us if you currently use a computer and, if so, what programs do you use and at what level you would describe yourself.

Please return this form, along with the \$75.00 registration fee, to Marie Nolan, IBT Training and Development Department, 25 Louisiana Avenue, N.W., Washington, D.C. 20001. Or, you can fax the registration to 202-624-6851. If you have any questions, please call Marie at 202-624-8117. Thank you.