



Making the Web Work for You!

NORT²H

Leadership Lorain County, in collaboration with the Northern Ohio Research & Training Technology Hub (**NORT²H**), presents this three-part productivity workshop. Join us for a **fun** and **interactive** series of workshops **to increase your workplace productivity by utilizing many free web resources!**

Session I: Making Google Work for Me! **Thursday, October 16, 2008 from 8:30 a.m. to 11:00 a.m.**



At a time where budgets are stretched to the max and resources are limited, we are all being asked to do more with less. Join Leadership Lorain County and the Educational Service Center of Lorain County as we discover **free Internet resources that you can immediately use to increase your productivity, improve communication** and help your team work collaboratively on projects. Each two and a half hour session will begin with an exploratory look at several resources available to participants. The latter half of the workshop will be interactive in a lab environment in which laptops will be provided.

Session II: Making the Most of Online Resources for Meeting Planning and Productivity! **Thursday, November 6, 2008 from 8:30 a.m. to 11:00 a.m.**



As if planning a meeting isn't hard enough, getting your coworkers and clients on the same page can take away valuable time that you could be spending on your projects. During this interactive session we will take a closer look at free **online tools that can improve scheduling, monitoring and collaborating** with your team and clients. We will explore several software packages, many of which are free. A few of these will include Survey Monkey, When to Meet and Wiki Spaces.

Session III: Bridging the Gap of Communication between your Office and your Clients! **Thursday, December 4, 2008 from 8:30 a.m. to 11:00 am**



Communicating with coworkers and clients is the cornerstone of effective collaboration. Learn how you can use free or inexpensive software to improve communication without having to leave your office. **We will use some of the most effective tools to communicate, demonstrate progress and create a link between you and your clients.** Some of the software we'll explore includes Skype, Polycom PVX and LinkedIn.

Registration Fee: \$120

Discounted Rate: \$99 for Leaders League Members (Leadership Lorain County membership-dues paying alumni), members of the Leadership Lorain County's Class of 2009, and 3 or more participants from the same organization.

Register online at www.leadershiploraincounty.com,
by phone at (440) 366-4700 or by fax at 440-366-4701.

Registration deadline is October 9, 2008

As capacity is limited to 30 participants, send in your registration early.

Location: Educational Service Center of Lorain County • 1885 Lake Avenue • Elyria, Ohio

Location and Directions: (Don't rely on MapQuest)
Educational Service Center of Lorain County
1885 Lake Avenue, Elyria, OH 44305
Ph. 440-324-5777

From East or West via Route 2 or I-90

- Exit at **Rt. 57 south**.
- Bear **right immediately** at the first exit, which is Griswold Road. There is an old White Castle and BP on the corner.
- At second intersection, turn **left onto Lake Ave**.
- The Lorain County Educational Service Center is set back from the road **on the left** approx. 1/2 mile.

From East via Turnpike

- Exit at **Elyria - Lorain Rt 57, Exit 145 (Old Exit 8)**
- Take **Rt. 57 south**.
- Turn **right** on Route 113. Coca-Cola plant on the far right corner.
- Turn **right** on Lake Avenue.
- The Lorain County Educational Service Center is set back from the road **on the right** approx. 1/4 mile.

From West via Turnpike

- Exit at **Elyria - Lorain Exit 142 (Old Exit 8A)**. You will merge into Rt.2 / I-90
- The first exit is 57 south.
- Exit at **Rt. 57 south**.
- Go about 1/10 mi.
- Bear **right immediately** at the first exit, which is Griswold Road. There is an old White Castle and BP on the corner.
- At second intersection, turn **left onto Lake Ave**.
- The Educational Service Center is set back from the road **on the left** approx. 1/2 mile.

From the south via Rt. 57

- Follow Rt. 57 around Elyria. It will be joined by Rt. 113 on the East side of the city. The two routes will be the same for a few miles
- Follow signs for Rt. 113.
- Rt. 57 will turn right, but **stay on 113**. At the next light you will see a Coca-Cola plant on the far right corner. **Turn right**.
- You will be on Lake Ave
- The Educational Service Center. It is set back from the road **on the right** approx. 1/2 mile.

From the south via Rt. 71 (Columbus/Southern Ohio Area)

- **71 North** to Rt. 250
- **Rt. 250 East** approx. 2 miles to Rt. 89
- **Rt. 89 North**
- Rt. 89 North merges with Rt. 58 North
- **Rt. 58 North** to Rt. 113
- **Rt. 113 East** (approx. 6 miles) to Lake Avenue
- **Lake Ave. North** (Coco-Cola plant on the corner)
- Educational Service Center is set back from the road **on the right** approx. ½ mile.

From the south (Medina Area)

- **71 North** to Turnpike
- **Exit Turnpike 145**
- Take **Rt. 57 south**
- Turn **right** on Route 113
- Turn **right** on Lake Avenue
- Educational Service Center is set back from the road **on the right** approx. ½ mile.

Making the Web Work for You! Registration Form

Name: _____

Company: _____

Address: _____

City: _____

State: _____ Zip: _____

Phone Number: _____

Email Address: _____

Registration Fee: \$120

Discounted Rate: \$99 for Leaders League Members (Leadership Lorain County membership-dues paying alumni), members of the Leadership Lorain County's Class of 2009, or 3 or more participants from the same organization.

Method of Payment

- Visa
- MasterCard
- Discover
- My check is enclosed
- Please Invoice

Credit Card # _____

Exp. Date _____

Signature _____

Please send registration form and check to
Leadership Lorain County, 201 Burns Rd., Elyria, OH, 44035.

If you are paying by credit card or would like to be invoiced,
you may call or fax completed registration.

Phone: 440-366-4700

Fax: 440-366-4701