

# East Central University's

## Home Health Care Administrator

### Enrollment Form

All classes are approved by the Oklahoma State Department of Health

**“End of Life”**

**Dates:** April 26, 2011-Midwest City (MWC)

April 14, 2011-Sallisaw

**Instructor:** Julia Teska

**Price:** \$109 ea. or 2 for \$198 per person

**Time:** 9:00 a.m.-4:00 p.m. (6 hours)

**Places:** *Please check one*

Rose State Training Center-MWC

Indian Capital Tech. Center-Sallisaw

This workshop will cover the following topics:

Typical grieving – What are the four tasks of grieving? What do most of us do to cope during this trying time? What is unique for adults with mental retardation? How can we help people with mental retardation cope? We will practice using a number of strategies to assist during this time. We will also identify the indicators for when professional help is needed.

**“Team Building”**

**Dates:** April 19, 2011

**Instructor:** Jill Hudson

**Price:** \$109 ea. or 2 for \$198 per person

**Time:** 9:00 a.m.-4:00 p.m. (6 hours)

**Place:** Rose State Training Center-MWC

When employees are viewed as members of interdependent teams instead of individual workers, the team is more likely to stay together, work together better, and achieve more. This session will give you a format to create that type of experience for your team.

**“Generational Differences”**

**Dates:** May 5, 2011

**Instructor:** Julia Teska

**Price:** \$109 ea. or 2 for \$198 per person

**Time:** 9:00 a.m.-4:00 p.m. (6 hours)

**Places:** Indian Capital Tech. Center-Sallisaw

Never before in our history has it been so common for workplaces to include representatives from four generations. This workshop will look at the differences as well as the impact these differences have on productivity. It will also look at how to help diverse groups work together peacefully and productively.

**“Hello Business World...Meet Human Resources”**

**Date:** May 19, 2011

**Instructor:** Kellie Howard

**Price:** \$109 ea. or 2 for \$198 per person

**Time:** 9:00 a.m.-4:00 p.m. (6 hours)

**Place:** Rose State Training Center-MWC

For those that are not in human resources or those that are in and want to learn more, have you wondered just what are the fundamentals of human resources, how important human resources is to the success of your business? This course will teach you how human resources has evolved, what are the fundamental aspects and regulations of human resources, why it is so important to have and follow policy and procedures, what are some of the legalities surrounding human resources, and where should human resources sit at your leadership/management table.

**\*\*Please use one enrollment form per person**

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**Payment Method**

Check (*Payable to ECU*)

Invoice to PO# \_\_\_\_\_

Visa

MasterCard

Discover

**Total** \_\_\_\_\_

**Payment must be received prior to class date.**

**Mail to: ECU**

**1100 E. 14th St. E-3**

**Ada, OK 74820**

**Fax: (580) 310-9007**

**Phone: (580) 559-5859**

**Email: jlong@ecok.edu**

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Name

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Home Address

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Company Name

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Mailing Address

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City State Zip

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Phone Email (*please provide for confirmation emails*)

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Credit Card # Exp. Date

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Signature

**\*Refund Policy: If enrollment is withdrawn 48 hours prior to first class, a full refund minus \$20.00 processing fee or class credit will be given. If notification is received less than 48 hours, a partial refund of 1/2 class tuition will be refunded.**