Effective Emails at Work is a half-day session which will guide you through e-mail’s best practices, pet peeves and e-mail overload. Specifically, we will:

- Examine e-mail netiquette
- Write attention-catching subject lines
- Avoid technology mistakes
- Use best e-mail time management processes
- Find an inbox management system that works

Instructor: Christine Melland comes to Accent Learning and Consulting with several years of experience in corporate training and instructing a variety of adult education courses for the nonprofit sector. She is highly skilled in written communication which helps participants balance formal and common sense in written messages. Christine has a Bachelor of Arts degree and master’s course work in adult education from the University of Wisconsin-Madison.

Cost is $79. This includes materials, instruction and break. Mention WMCA for lodging discount.

This Workshop has been designed for all public officials. You do not have to be a member of WMCA to come. I encourage you to invite your staff and colleagues to gain this valuable information. This half-day of training qualifies for IIMC credit: 3.5 hours towards your CMC and MMC, and WMCA’s WCMA and WCPC certifications.

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**On-line Registration:**
Website: [www.uwgb.edu/govt](http://www.uwgb.edu/govt)

**To Register by Mail:**
Complete the registration form and return it with your payment to: UW-Green Bay, Outreach-Government, CL204, 2420 Nicolet Drive, Green Bay, WI 54311-7001.

**FAX:** Fax your registration with credit card information to (920) 465-2643

**For Questions:** Phone Kassie at (920) 465-2468 or (800) 621-2313

**Cancellation Policy:** All cancellations have a $25 non-refundable processing charge. Cancellations after 8/10/2012 will not receive a refund.

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**Outreach and Adult Access**

**Registration Form: Effective Emails at Work**

- **Name:** ____________________________________________
- **Position/Title:** __________________________________
- **Municipality:** ____________________________________
- **Address:** ________________________________________
- **City** ____________ **State** __________ **Zip** _______
- **Phone:** W ___________ H ___________ 
- **E-mail:** _________________________________________

___Enclosed is my check payable to: UW-Green Bay-Outreach  
___Please charge $79 to: _____VISA _____MasterCard

- **Cardholder’s Name:** ________________________________
- **Acct No.:** _______________________________________
- **Exp. (mm/yy):** ___________ 3-Digit CVV Code (Back)_______
- **Signature:** _______________________________________

Please advise us if you have a disability and desire special accommodations.