Based on the book ‘Never Eat Alone’ by Keith Ferrazzi, this session will focus on skills used by highly successful people. Learn the timeless strategies of networking and connecting with other people to get what you want and what they want, so that everyone wins.

**Date:** F, Mar. 21  
**Fee:** $20 (Inc. lunch)  
**Time:** 11:30 – 1:00 p.m.  
**Location:** Caproni’s Restaurant, Maysville

**Behaviors for a Positive Image**  
Instructor: Bob Sutton

This course is designed to help individuals learn how to present themselves in a positive image. Participants will learn how to make a good first impression and how to communicate effectively with others.

**Date:** F, Jan. 18  
**Fee:** $20 includes lunch  
**Time:** 11:00 – 1:00 p.m.  
**Location:** Convention and Visitors Bureau, Maysville  
**Instructors:** Shelley Hargett and Tracy Duncan

**Clutter Around You Creates Clutter in Your Brain**  
Instructor: Debra Moorhead

This course focuses on the importance of maintaining a clutter-free physical and mental environment. Participants will learn strategies for reducing clutter and improving productivity and focus.

**Date:** F, Jan. 25  
**Fee:** $20 (Inc. lunch)  
**Time:** 11:30 – 1:00 p.m.  
**Location:** Caproni’s Restaurant, Maysville

**Writing Effective Press Releases**  
Instructor: Regina Horina

This course teaches participants how to write effective press releases that attract media attention and generate publicity for their businesses.

**Date:** M, Feb. 11  
**Fee:** $20  
**Time:** 6 – 7:30 p.m.  
**Location:** Convention and Visitors Bureau  
**Instructor:** John Carpenter

**Managing Your PC with Rob Cox**  
Instructor: Rob Cox

This course provides an overview of computer hardware and software, as well as tips for maintaining and troubleshooting your PC.

**Date:** F, Jan. 18  
**Fee:** $20 (Inc. lunch)  
**Time:** 11:30 – 1:00 p.m.  
**Location:** Caproni’s Restaurant, Maysville

**Never Eat Alone: The Power of Networking**  
Instructor: Regina Horina

This course is designed to help participants learn strategies for connecting with others and building relationships that can benefit their businesses.

**Date:** M, June 16 and 23  
**Fee:** $20  
**Time:** 6:00 – 9:00 p.m.  
**Location:** Convention and Visitors Bureau  
**Instructor:** Pam McGlone

**Marketing Your Small Business Products and Services**  
Instructor: Pam McGlone

This course focuses on the importance of marketing and advertising for businesses. Participants will learn how to develop marketing strategies and implement them effectively.

**Date:** M, June 16 and 23  
**Fee:** $20  
**Time:** 6:00 – 9:00 p.m.  
**Location:** Convention and Visitors Bureau  
**Instructor:** Pam McGlone

**How to Organize Your Small Business**  
Instructor: Pam McGlone

This course is focused on the importance of organizing and managing your business operations. Participants will learn strategies for creating a successful business plan and maintaining a record of operations.

**Date:** M, Mar. 17 and 24  
**Fee:** $20  
**Time:** 6:00 – 9:00 p.m.  
**Location:** Convention and Visitors Bureau  
**Instructor:** Pam McGlone

**Developing and Maintaining a Small Business Plan**  
Instructor: Pam McGlone

This course focuses on creating and maintaining a business plan that is necessary for any business to be successful. Participants will learn the importance of a business plan and how to create and maintain it.

**Date:** M, Mar. 17 and 24  
**Fee:** $20  
**Time:** 6:00 – 9:00 p.m.  
**Location:** Convention and Visitors Bureau  
**Instructor:** Pam McGlone

**Accounting and Financial Records for Small Business**  
Instructor: Pam McGlone

This course focuses on the importance of maintaining accurate and up-to-date financial records for your business. Participants will learn how to track expenses and income and how to prepare financial statements.

**Date:** M, Mar. 17 and 24  
**Fee:** $20  
**Time:** 6:00 – 9:00 p.m.  
**Location:** Convention and Visitors Bureau  
**Instructor:** Pam McGlone

**Small Business Development Courses**  
These programs are sponsored by Maysville-Mason County Chamber of Commerce, Maysville Regional Entrepreneur Center, & Maysville Community & Technical College.