

**Texas Educational Support Staff Association (TESA)  
Staff Training for Effective Management (STEM)**

Hosted by: **North East Educational Support Personnel Association**

**STEM at North East Independent School District  
2008-2009 Schedule and Registration Form**

All classes held at North East Educational Center  
8961 Tesoro Drive, San Antonio, TX 78217-6216

<u>Selection</u>	<u>Course</u>	<u>Day</u>	<u>Dates</u>	<u>Times</u>	<u>Cost</u>	<u>Deadline to Register</u>
_____	Managing Change	Saturday	April 4, 2009	9:00 am - 4:00 pm	\$50	<b>Mar 23</b>
_____	Telephone Skills	Saturday	April 4, 2009	9:00 am - 12:00 pm	\$40	<b>Mar 23</b>
_____	Dialogue of Diversity	Saturday	April 4, 2009	1:00 pm - 4:00 pm	\$40	<b>Mar 23</b>
_____	Effective Office Practice	Saturday	April 18, 2009	9:00 am - 4:00 pm	\$50	<b>Apr 6</b>
_____	Assertiveness Training	Saturday	April 18, 2009	9:00 am - 12:00 pm	\$40	<b>Apr 6</b>
_____	Stress Management	Saturday	April 18, 2009	1:00 pm - 4:00 pm	\$40	<b>Apr 6</b>

Total enclosed: \_\_\_\_\_

- ◆ Lunch on your own. List of nearby eateries will be provided.
- ◆ Participants may not miss more than 15 minutes from each class in order to receive credit.

**Registration and Payment Information**

Payment is due by registration deadline.  
 Registration is not complete until payment is received. Purchase orders cannot be accepted.  
 Confirmation of registration will be sent via email and receipt will be provided on class day.  
 A minimum of **20** participants per session must be registered in order for the session to be held.  
 Participants will be contacted by e-mail if class requirements are not met.  
 Please mail this form with check or money order made payable to **NEESPA**  
**Juneanne Holder, North East ISD**  
**8961 Tesoro Drive, Suite 419, San Antonio, TX 78217**  
**For more information call 210-804-7180 x 352 or e-mail: [jholde@neisd.net](mailto:jholde@neisd.net)**

**Refund Information**

If you have registered for a class but are unable to attend please contact Juneanne Holder prior to the payment deadline date to request a refund. We are unable to process refunds **after** the registration deadline date. However, you are encouraged to send a replacement attendee. That individual should bring a copy of your registration form so records of attendance and certification for that particular class can be modified.

**Please print or type.**

Name: \_\_\_\_\_ if applicable: \_\_\_\_\_  
 TESA Membership #: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_  
 Work phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-mail address: \_\_\_\_\_

**Office Use Only**

Date payment received: \_\_\_\_\_ Amount received: \_\_\_\_\_  
 Check or money order #: \_\_\_\_\_