



WORK SMARTER, NOT HARDER.

Finding Efficiency in the Workplace

Improve your efficiency by learning to work smarter, not harder. This **FREE webinar ON DEMAND** will provide you with tips on how to:

- Meet your goals by planning more efficiently
- Add hours to your day through time management
- Get things done by managing your “to do” list
- Save time by getting organized
- Find focus by eliminating distractions
- Increase efficiency through the use of technology
- Save energy by asking for help
- Improve your quality of life by taking care of yourself



NC Works
training center

Registration required.
Visit www.ncworkforcetraining.com.
See next page for registration instructions.

REGISTRATION INSTRUCTIONS AND GUIDELINES

NEW STUDENT ACCOUNT

1. Go to www.ncworkforcetraining.com.
2. Click on **New Students Click Here**.
3. Complete ALL profile information.
4. Enter Security Image Code, click **Submit**.
5. A confirmation email with your User ID and password will be sent upon approval.
6. See below to enroll in a course.

RETURNING STUDENTS

1. Go to www.ncworkforcetraining.com.
2. Enter your User ID and Password, click **Login**.
3. First time users will be prompted to set up a security question and answer.
4. Click **Enroll in Courses/Events**.
5. Select your course, click **Enroll**, request special needs if applicable, and click **Submit**.
6. You will receive an enrollment confirmation via email.

REGISTRATION: You must register online **prior** to a workshop, training class, or other special event. Confirmation of registration, with details, dates, times and location will be emailed one week prior to the session.

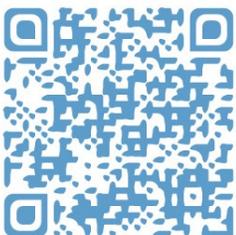
PAYMENT: Submit payment prior to the start of class by check or money order, **payable to the NC Department of Commerce / Workforce**. Name(s) of participants must be included on the check.

TRAINING SESSION CANCELLATION: We reserve the right to cancel or postpone sessions based on insufficient registrations or other unforeseen circumstances. You can transfer to an alternate session or registration fees will be refunded. Please allow six weeks for refunds to be processed.

CANCELLATIONS AND SUBSTITUTIONS: To cancel a registration or make a substitution, email ncwtc@nccommerce.com. Submit cancellations and substitutions in writing **at least 48 hours prior to the session (unless otherwise specified)** to avoid paying the full registration fee.

SPECIAL NEEDS: Please include special needs requests when you register online. We can only guarantee provisions for special needs when notified **at least two weeks in advance** of training.

LODGING: A list of convenient hotels is available at www.ncworkforcetraining.com/Lodging.aspx.



Do you have questions or need help with registration? Call the Training Center at 919-814-0399 or email ncwtc@nccommerce.com.

*Equal Opportunity Employer Program.
Auxiliary aids and services available upon request to individuals with disabilities.*