TO: Fifth and Sixth Grade Teachers
FROM: Lee Sherry, Extension Educator
SUBJECT: “Secrets of Service on the Job” – February 25 & 26, 2016
Registrations due February 12, 2016

You and your fifth and sixth grade students are invited to attend a “Secrets of Service on the Job” Entrepreneurship Workshop on February 25 or 26, 2016 at the Lifelong Learning Center, 601 East Benjamin Avenue, Norfolk, NE.

“Secrets of Service on the Job” is an interactive entrepreneurial education program which is part of community vitality and is designed to enable youth to develop knowledge and life skills. The workshop will teach the importance of customer service in the workplace and responsible ethical behavior needed in the community and on the job.

The program is designed to:

- Enhance “Secrets of Service on the Job”
  - S – See it from the customer’s point of view
  - E – Enjoy helping others
  - R – Respond courteously
  - V – Volunteer your ideas
  - I – I can make a difference
  - C – Customer is always right
  - E – Every detail matters

- Develop Entrepreneurial skills:
  1) Marketing; 2) Promotion; 3) Design; 4) Buy/sell a product

- Explore careers and enhance vitality of community

Schools should bring one adult to work with every ten students or portion of ten students. Teachers/adults will work with students to develop a business plan that will be implemented throughout the day. It will be an exciting educational day for all involved.

A brochure about the program is on the website. If you have any questions, please call me at (402) 370-4021. I hope you and your students will be able to attend. You can find additional information on the Northeast District 4-H website: http://nerec.unl.edu/northeast4h