

## **Sample Teaching Information Page**

Welcome..... To Lumens!

Lumens offers programs for people who want to explore new educational areas, and development their skills for both professional and personal reasons. Every effort is made to create an environment that is affable as it enhances the learning experience.

Lumens develops and administers classes, workshops, licensure and re-licensure classes, skills upgrading and leisure time offerings each year. Programs vary in length and time and are usually offered as part of a term. Lumens welcomes and encourages inquiries ands suggestions from the community regarding future planning of future classes and programs. Programs are added as needs and interests are identified. If you have a new course idea, or have a fiend/associate who would like to teach you are encouraged to contact the August Enterprises to explore the possibility of offering the class.

The participants of Lumens classes include employees of business, industry and non-profit organizations, professionals and anyone in the community wishing self improvement or leisure time enjoyment and learning. Learners range from Kindergarten to Senior Citizens.

Classes are held mainly at August Enterprises but can also be held in other locations such as other schools

Lumens sessions are ten weeks long. For general scheduling purposes the time frames are: Fall: Late September to mid-November Winter: March-April Spring/Summer: June-July. Each class is designed to use time wisely and varies in length according to topic.

The fees for Lumens classes vary according to number of class hours, facilitator costs ands materials. Every effort is made to keep fees affordable.

August Enterprises will contact you each term about your interest and availability in facilitating upcoming classes. You will be contacted well ahead on the term start date to support the lengthy process of inputting your information and creating the catalog.

Lumens has a variety of methods to market your classes. The biggest emphasis is our Lumens catalog. The catalog is mailed to the metropolitan area households approximately 6 weeks before classes begin. Flyers can be created and direct mailed to a specific audience.

Learners have a variety of options available to register for our classes: by phone, by mail, by fax, in-person, and on-line.

You will be paid for your class after it is completed.

August Enterprises, Inc. 4050 Olson Memorial Hwy. Suite 245 Golden Valley, MN 55422 612-605-1200 Info@Auguste.com