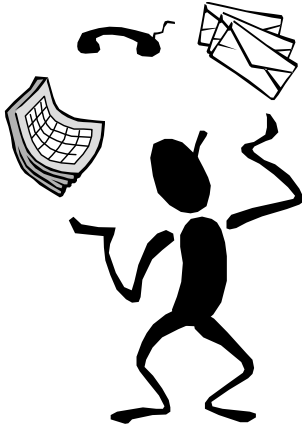


The Staff Development unit, Human Resources Division of San Bernardino County Superintendent of Schools is pleased to announce:



Essential Skills for Support Staff

This workshop is designed for those who work in support positions, to help them improve everyday performances in an office environment. You will learn techniques for time management, have the opportunity to develop some strategies for acting more assertively, and build better relationships with those around you and with the person to whom you report.

How you will benefit:

- ❖ Understand the importance of and be better able to present a professional presence on the job.
- ❖ Improve your ability to organize, plan, prioritize and self-manage.
- ❖ Improve critical communication skills.
- ❖ Recognize techniques for being more assertive.

This workshop will be three times
Participants need only attend once

Who should attend?

- ✓ SBPEA Classified Employees
- ✓ Confidential Employees
- ✓ Non-SBCSS District Classified Employees

Dates/Location: May 1, 2012 @ DMESC
May 3, 2012 @ WEESC
May 8, 2012 @ Roy C Hill EC

Time: 8:30 a.m. – 4:00 p.m.

Lunch on your own

Fee: No charge for SBCSS employees;
\$100 per participant for non-SBCSS
District employees

Limit: 20 participants per class

Deadline: See deadline date on-line



Please be sure to get approval from your supervisor BEFORE registering

Register On-Line @: <http://oms.sbcss.k12.ca.us/index.php>
(Search by name of workshop and/or date of workshop)

For more information, contact: Staff Development @ 909.386.2423