



The Classified Staff Development unit, Human Resources Division
of San Bernardino County Superintendent of Schools

presents:

Enhancing Your Time Management Skills

Research has consistently demonstrated that when clear goals are associated with learning, it occurs more easily and rapidly. Participants in this workshop should be able to develop useful techniques for setting and achieving goals; plan and prioritize each day's activities in a more efficient, productive manner; overcome procrastination quickly and easily; and, recognize the interrupters in your life and develop strategies for dealing with them.

Who should attend?

- ◆ SBPEA Classified Employees
- ◆ Confidential Employees
- ◆ Classified Managers or Supervisors
- ◆ Non-SBCSS District Office Classified Employees



This workshop will be offered three times.
Participants need to attend only once.

Dates/Locations: April 10, 2012 @ Roy C Hill EC
April 17, 2012 @ WEESC
April 19, 2012 @ DMESC

Time: 8:00 a.m. – 12:00 Noon

Fee: No Cost to SBCSS Employees
\$50 for non-SBCSS District Employee

No refunds for no-shows or cancellations made within one week of workshop

Limit: 15 - 20 participants per class

Deadline: See deadline date on-line

A MINIMUM OF 10 REGISTRANTS REQUIRED TO HOLD WORKSHOPS

Facilitated by:
Nancy Johnson, Staff Development Specialist

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 questions please contact Classified Staff Development, 909.386.2423