



# How to Create and Maintain a Positive Work Environment



**Date:** Thursday, March 11, 2010  
**Time:** 1:00 P.M. - 2:00 P.M.  
**Location:** L.A.C.C.D.  
**Room:** Board Room

The Personnel Commission would like to invite you to attend a new workshop focused on providing ways to create and maintain a positive environment at work through personal skill development. All classified employees, supervisors, and administrators are invited.



**Personnel Commission**

Questions?  
Contact:  
Rosie Castro  
213-891-2088

The workshop will cover:

- Benefits of a Positive Work Environment such as:  
**Organization, Productivity, and Creativity**
- **Tips for Creating Positive Environments**
- **Personal Assessment Quiz**
- **How to make your department a better place to work**

## Registration Form

Please return this part by Wednesday, March 10, 2010 to LACCD, Personnel Commission, Attn: Rosie Castro

**Name (Please Print):** \_\_\_\_\_ **Ext.:** \_\_\_\_\_ **Location:** \_\_\_\_\_

I will attend the workshop on March 11, 2010 at 1:00 P.M.

**Supervisor's Name:** \_\_\_\_\_ **Supervisor's Signature:** \_\_\_\_\_