



How to Create and Maintain a Positive Work Environment



Date: Tuesday, March 2, 2010
Time: 9:00 A.M. - 10:00 A.M.
Location: East L.A. College
Room: President's Conference Room E7-410
 Technology Building

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 Monday, March 1, 2010 to LACCD, Personnel Commission, Attn: Rosie Castro

Name (Please Print): _____ **Ext.:** _____ **Location:** _____

I will attend the workshop on March 2, 2010 at 9:00 A.M.

Supervisor's Name: _____ **Supervisor's Signature:** _____