



# How to Create and Maintain a Positive Work Environment



**Date:** Friday, February 26, 2010  
**Time:** 9:00 A.M. - 10:00 A.M.  
**Location:** L.A. Pierce College  
**Room:** College Services Conference 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 Thursday, February 25, 2010 to LACCD, Personnel Commission, Attn: Rosie Castro

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

I will attend the workshop on February 26, 2010 at 1:00 P.M.

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