



How to Create and Maintain a Positive Work Environment



Date: Wednesday, March 3, 2010
Time: 1:00 P.M. - 2:00 P.M.
Location: L.A. Valley College
Room: Cafeteria 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 Monday, March 1, 2010 to LACCD, Personnel Commission, Attn: Rosie Castro

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

I will attend the workshop on March 3, 2010 at 1:00 P.M.

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