

# Supervisors, Leads, and Non-Supervisory Staff Roles



**Date:** Wednesday, July 29, 2009  
**Time:** 1:00 P.M. - 3:00 P.M.  
**Location:** Los Angeles City College  
**Room:** AD306



The Personnel Commission would like to invite you to attend a NEW workshop. All classified employees, supervisors, and administrators are invited. The training workshop will incorporate a slide show, pre-recorded video scenarios, and time for interaction and discussion. This workshop will cover the following areas:

- Definitions of Roles & Overview of Primary Responsibilities for Supervisor, Lead, and Non-Supervisory Staff
- Examples of Primary Responsibilities for Supervisor, Lead, and Non-Supervisory Staff
- Discussion of Primary Differences Between Roles
- Explanation of How to Promote to Supervisory Positions
- Resources for More Information



**Personnel Commission**

Questions?  
Contact:  
Leslie Yuri  
213-891-2136

## Registration Form

Please return this part by Monday, July 27, 2009 to LACCD, Personnel Commission,  
Attn: Leslie Yuri

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

I will attend the workshop on July 29 at 1:00 p.m.

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