

# Supervisors, Leads, and Non-Supervisory Staff Roles



**Personnel Commission**

Questions?  
Contact:  
Rosie T. Castro  
(213) 891-2088

**Date:** Tuesday, July 28, 2009  
**Time:** 1:00 P.M. - 3:00 P.M.  
**Location:** Los Angeles Mission College  
**Room:** Campus Center 3

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



## Registration Form

Please return this part by Friday, July 24, 2009 to LACCD, Personnel Commission,  
Attn: Rosie T. Castro

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

I will attend the workshop on July 28 at 1:00 p.m..

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