

# Supervisors, Leads, and Non-Supervisory Staff Roles



**Date:** Tuesday, July 21, 2009  
**Time:** 9:00 A.M. - 11:00 A.M.  
**Location:** Los Angeles Trade Technical College  
**Room:** Learning Resource Center 107



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:  
Rosie T. Castro  
(213) 891-2088

## Registration Form

Please return this part by Friday, July 17, 2009 to LACCD, Personnel Commission,  
Attn: Rosie T. Castro

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

I will attend the workshop on July 21 at 9:00 a.m.

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