

Supervisors, Leads, and Non-Supervisory Staff Roles



Date: Tuesday, July 29, 2009
Time: 9:00 A.M. - 11:00 A.M.
Location: Los Angeles Valley College
Room: Cafeteria Conference Room



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 24, 2009 to LACCD, Personnel Commission,
Attn: Rosie T. Castro

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

I will attend the workshop on July 29 at 9:00 a.m.

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