

LEADERSHIP BASICS 2019



Presented by the
Diocese of Sacramento
Office of Lay Personnel



QUESTIONS AND REGISTRATION

For questions, please contact Bianka Torres at 916-733-0241. Pre-registration is required no later than one week prior to workshop. A minimum of 10 people is necessary to hold a workshop. There is a maximum of 30 people per workshop.

LOCATIONS

PASTORAL CENTER: 2110 Broadway, Sacramento

SACRED HEART HALL: 2355 Monroe Avenue, Red Bluff

Workshops are open to all unless otherwise noted.

PERFORMANCE MANAGEMENT

Register now: <https://www.surveymonkey.com/r/8ZPWWN3>

Delivering feedback, coaching basics and setting expectations, and the progressive discipline process.

Thursday, February 21, 9:30am–12:30pm, Pastoral Center

Thursday, February 28, 9:30am–12:30pm, Red Bluff

INTERVIEWING SKILLS

Register now: <https://www.surveymonkey.com/r/LLY7X8F>

Applicant selection, screening applicants, interviewing candidates, and post interview actions.

Thursday, February 21, 1:30–3:30pm, Pastoral Center

Thursday, February 28, 1:30–3:30pm, Red Bluff

CONFLICT RESOLUTION

Register now: <https://www.surveymonkey.com/r/L7BDHNR>

The causes of conflict, facts regarding conflict, and the 5-Step Conflict Resolution Process.

Friday, March 8, 10am–noon, Pastoral Center

Tuesday, March 12, 10am–noon, Red Bluff

WRITING AND DELIVERING REVIEWS

Register now: <https://www.surveymonkey.com/r/LDGCHW8>

How to use the review form, what should be written in a review, how to determine ratings, and how to deliver the review to the employee.

Friday, March 8, 1:30–3:30pm, Pastoral Center

Tuesday, March 12, 1:30–3:30pm, Red Bluff

LEADING THE FOUR GENERATIONS

Register now: <https://www.surveymonkey.com/r/L2226H3>

What are the four generations, how to communicate to each generation, how to lead each generation, and identifying what each generation needs to remain an engaged employee.

Thursday, March 14, 10am–noon, Pastoral Center

Thursday, March 28, 10am–noon, Red Bluff

LEADERSHIP COMPETENCIES

Register now: <https://www.surveymonkey.com/r/LJMRHXN>

How to incorporate our competencies into every aspect of work - setting developmental goals based upon competencies, developing objectives based upon competencies, and providing feedback using competencies.

Thursday, March 14, 1:30–3:30pm, Pastoral Center

Thursday, March 28, 1:30–3:30pm, Red Bluff

THE ART OF DELEGATION

Register now: <https://www.surveymonkey.com/r/LSZGMCW>

The steps of delegation, challenges of delegation, and how to use delegation as a tool for success.

Tuesday, February 26, 9:30–11:30am, Pastoral Center

Tuesday, March 19, 10:00am–noon, Red Bluff

PERFORMANCE MANAGEMENT II

Register now: <https://www.surveymonkey.com/r/LMHMXPD>

How to prepare progressive discipline documents and the most effective method of delivering the document.

Tuesday, February 26, 12:30–2:30pm, Pastoral Center

Tuesday, March 19, 1:30–3:30pm, Red Bluff

CONDUCTING PRODUCTIVE STAFF MEETINGS

Register now: <https://www.surveymonkey.com/r/L3LK8LM>

Review how to conduct staff meetings to ensure they are productive and a value added tool for all attending parties.

Thursday, March 21, 10am–noon, Pastoral Center

Tuesday, April 2, 10am–noon, Red Bluff

* NEW * TIME MANAGEMENT

Register now: <https://www.surveymonkey.com/r/QCR6KTY>

Assist with managing your time effectively and meet your deadlines.

Thursday, March 21, 1:30–3:30pm, Pastoral Center

Tuesday, April 2, 1:30–3:30pm, Red Bluff

CLERGY ONLY Thursday, April 4, 10am–noon, Pastoral Center

CLERGY ONLY Thursday, May 2, 9–11am, Red Bluff

* NEW * SETTING GOALS AND OBJECTIVES

Register now: <https://www.surveymonkey.com/r/QRJ97ZK>

How to prepare goals and objectives for your team.

Tuesday, March 26, 10am–noon, Pastoral Center

Tuesday, May 7, 10am–noon, Red Bluff

CLERGY ONLY Thursday, April 4, 1:30–3:30pm, Pastoral Center

CLERGY ONLY Thursday, May 2, 11:15–1:15pm, Red Bluff

* NEW * REVIEW OF FINANCIAL STATEMENTS

Register now: <https://www.surveymonkey.com/r/H76WM2Q>

This is an informative module with information for beginners to understand financial statements.

Tuesday, March 26, 1–1:30pm, Pastoral Center

Tuesday, May 7, 1–1:30pm, Red Bluff

CLERGY ONLY Wednesday, April 24, 9:30–10am, Pastoral Center

CLERGY ONLY Thursday, May 2, 1–1:30pm, Red Bluff

* NEW * BENEFITS ADMINISTRATION 101

Register now: <https://www.surveymonkey.com/r/7MT9TNC>

The basics to handling benefits and pension processing.

Tuesday, March 26, 1:30–3:30pm, Pastoral Center

Tuesday, May 7, 1:30–3:30pm, Red Bluff

CLERGY ONLY Wednesday, April 24, 10am–noon, Pastoral Center

CLERGY ONLY Thursday, May 2, 1:30–3:30pm, Red Bluff