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.

MAIN LOCATION
A minimum of 10 people is necessary to hold a workshop at the Pastoral Center. There is a maximum of 30 people per workshop.

PASTORAL CENTER: 2110 Broadway, Sacramento

VIDEO-CONFERENCE LOCATIONS *NOW AVAILABLE*

PLEASE NOTE: A minimum of 2 people must register to hold a session at a Video Conference location.

CHICO - OUR DIVINE SAVIOR: 566 East Lassen Avenue, Chico, CA 95973
REDDING - OUR LADY OF MERCY: 2600 Shasta View Drive, Redding, CA 96002
FAIRFIELD - HOLY SPIRIT: 1070 North Texas Street, Fairfield, CA 94533

Workshops are open to all unless otherwise noted.

*NEW* HR COMPLIANCE & BEST PRACTICES
Register now: www.surveymonkey.com/r/HRComplianceandBestPractices
A review of church nuances and HR best practices.
Thursday, February 13, 1:30pm–3:30pm
CLERGY ONLY Tuesday, February 11, 10:30am–12:30pm

*NEW* BENEFITS ADMINISTRATION 102
Register now: www.surveymonkey.com/r/BenefitsAdministration102
The basics to handling health benefits and 403(b) processing.
Thursday, February 20, 1:00pm–2:00pm
CLERGY ONLY Tuesday, February 18, 10:00am–11:00am

BEST FINANCIAL PRACTICES
Register now: www.surveymonkey.com/r/ReviewofFinancialStatements
This module will discuss and present the 10-15 most common audit findings by the Parish Financial services coordinators.
Thursday, February 20, 2:00pm–4:00pm
CLERGY ONLY Tuesday, February 18, 11:00am–1:00pm

THE ART OF DELEGATION
Register now: www.surveymonkey.com/r/ArtofDelegation
The steps of delegation, challenges of delegation, and how to use delegation as a tool for success.
Thursday, March 5, 1:30pm–3:30pm
CLERGY ONLY Tuesday, March 3, 10:30am–12:30pm

TIME MANAGEMENT
Register now: www.surveymonkey.com/r/9NMS6RB
Assist with managing your time effectively and meet your deadlines.
Thursday, March 19, 1:30pm–3:30pm
CLERGY ONLY Tuesday, March 10, 10:30am–12:30pm

SETTING GOALS AND OBJECTIVES
Register now: www.surveymonkey.com/r/SettingGoalsandObjectives
How to prepare goals and objectives for your team.
Wednesday, March 25, 1:30pm–3:30pm
CLERGY ONLY Monday, March 23, 10:30am–12:30pm