



# LEADERSHIP BASICS 2024



Presented by the  
Diocese of Sacramento  
Office of Lay Personnel

## REGISTRATION

All workshops will be held virtually and will require the use of a functioning web camera and audio.

Pre-registration is required no later than one week prior to workshop.

At the time of registration, further information regarding accessing the virtual workshop will be provided.

A minimum of 10 people is necessary to hold a workshop. There is a maximum of 30 people per workshop.

## QUESTIONS

For questions, please contact Lay Personnel at 916-733-0239.



## **\*NEW\*** WORKFORCE STRESS MANAGEMENT AND PREVENTION OF EMPLOYEE BURNOUT

This module will review methods to manage stress as well as prevent employee burnout.

**CLERGY ONLY** Tuesday, February 6, 10:30am–12:30pm

**OPEN TO ALL** Thursday, February 15, 1:30pm–3:30pm

**REGISTER** » <https://www.surveymonkey.com/r/ST6J3ZL>



## TIME MANAGEMENT

This module will review methods to assist with managing your time effectively and meeting your deadlines.

**CLERGY ONLY** Tuesday, February 20, 10:30am–12:30pm

**OPEN TO ALL** Thursday, February 22, 1:30pm–3:30pm

**REGISTER** » <https://www.surveymonkey.com/r/SMK3N3C>



## BENEFITS ADMINISTRATION 101

The basics to handling health benefits and 403(b) processing.

**CLERGY ONLY** Tuesday, February 27, 10:30am–12:30pm

**OPEN TO ALL** Thursday, February 29, 1:30pm–3:30pm

**REGISTER** » <https://www.surveymonkey.com/r/SMLBBFW>



## CONDUCTING PRODUCTIVE STAFF MEETINGS

This module will review how to conduct staff meetings to ensure they are productive and add value to your team.

**CLERGY ONLY** Tuesday, March 12, 10:30am–12:30pm

**OPEN TO ALL** Thursday, March 7, 1:30pm–3:30pm

**REGISTER** » <https://www.surveymonkey.com/r/SMYVTP8>