



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>