

LEADERSHIP BASICS 2027

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 the 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.

QUES TIONS

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



INTERVIEWING SKILLS

This module will review applicant selection, screening applicants, interviewing candidates, and post interview actions.

CLERGY ONLY Tuesday, February 2, 10:30am–12:30pm
OPEN TO ALL Thursday, February 4, 1:30pm–3:30pm
REGISTER » https://www.surveymonkey.com/r/9Q8SPF7



GUIDE TO COMPLETING LAY PERSONNEL FORMS

This module will review the proper completion of commonly used Lay Personnel Forms.

CLERGY ONLY Tuesday, February 16, 10:30am–12:30pm
OPEN TO ALL Thursday, February 18, 1:30pm–3:30pm
REGISTER » https://www.surveymonkey.com/r/B76NQ92



EFFECTIVE COMMUNICATION

This module will review the tools to ensure effective communication occurs with others.

CLERGY ONLY Tuesday, February 23, 10:30am–12:30pm
OPEN TO ALL Thursday, February 25, 1:30pm–3:30pm
REGISTER » https://www.surveymonkey.com/r/B9QTR8S



BENEFITS ADMINISTRATION 101

This module will provide an overview of benefit administration.

CLERGY ONLY Tuesday, March 2, 10:30am–12:30pm
OPEN TO ALL Thursday, March 4, 1:30pm–3:30pm
REGISTER » https://www.surveymonkey.com/r/B962VFY