

REGISTRATION

Workshop for Classified Staff

October 25, 2005 8:00 a.m. - 3:45 p.m.

Please type or print clearly:

Name

School/District/County Office

Mailing address

City

Zip

Phone

Email

Registration fee: **\$89**

includes continental breakfast, lunch,
all sessions and materials.

Registration deadline:

October 6, 2005

Return this completed registration form,
with check payable to SJ Ed Pros, to:

Tori Burdick
2020 W. Swain Road
Stockton, CA 95207
209-953-8727

We are unable to accept purchase orders.

Please process a check by indicating
"payment enclosed" on your requisition.

Cancellation Policy: Refund requests must
be received in writing prior to 10/06/05. No
refunds will be granted for cancellations
on or after 10/06/05 or for workshop "no
shows." An alternate may be substituted for
a paid registrant.

Need more copies? Download at
www.caeop.org/sjedpros.htm



Tori Burdick, VP Programs
San Joaquin Ed Pros
2020 W. Swain Road
Stockton, CA 95207

5th Annual

Workshop for San Joaquin County Classified Employees

ACHIEVING SUCCESS THROUGH CLEAR COMMUNICATION STRATEGIES:

Skills for Understanding
and Being Understood

October 25, 2005

8:00 a.m. - 3:45 p.m.

San Joaquin County Office of Education
Burwood 1 & 2
2707 Transworld Drive, Stockton

Presented by the San Joaquin Association
of Educational Office Professionals
and Lincoln Unified School District

Facilities provided courtesy of
SJCOE Superintendent Rick Wentworth and
Assistant Superintendent Gary Dei Rossi



Here's the workshop classified staff look forward to each year!

The San Joaquin Ed Pros* and Lincoln USD, with endorsement from the SJCOE, again join efforts to provide this all-day workshop specifically designed for classified staff in San Joaquin County schools. **Participation is encouraged for classified employees in all job classifications.** Seek the support of your supervisor for this school business day, and join your colleagues for the annual workshop tailored for us, by us.

What you can expect to walk away with:

- Learn how to empower yourself by empowering others
- Learn to trust yourself and your abilities
- Leave with knowledge that will enhance your skills and job performance
- Network with other classified staff from throughout the county

Program

8:00-8:30 a.m.	Continental Breakfast
8:30-9:00 a.m.	Welcome/Opening Ceremony
9:00-10:30 a.m.	<u>Empowering the Team: How You Can Motivate Others</u>
10:30-10:45 a.m.	Break
10:45-11:00 a.m.	CAEOP* President
11:00-11:30 a.m.	<u>Conquering Spam: Email Etiquette</u>
11:30 a.m.-12:30 p.m.	Buffet Lunch
12:30-3:30 p.m.	<u>Empowering Yourself: Proven Strategies for Clear Communication</u>
3:30-3:45 p.m.	Closing

THREE SESSIONS DESIGNED FOR YOU!

EMPOWERING YOURSELF: PROVEN STRATEGIES FOR CLEAR COMMUNICATION—*Pamela Jett, Professional Speaker/Trainer*

Learn proven strategies for clear communication and improve your professional and interpersonal relationships. Return to work with the confidence and motivation needed to meet the challenges we face on a daily basis.

- Communicate assertively to get what you want without seeming pushy
- Finesse touchy situations with tact and diplomacy
- Persuade others to your way of thinking
- Communicate with greater authority and credibility
- Verbally disarm difficult people
- Resolve conflict and handle confrontation professionally
- Speak up confidently in meetings and in front of groups



EMPOWERING THE TEAM: HOW YOU CAN MOTIVATE OTHERS—*Dr. Arlene Kaiser: Teacher, Speaker, Author*

Learn how to empower yourself by empowering others, improving your ability to lead a cohesive team. We'll learn to maintain a good attitude when our stress level is over the top, and also how humor and a different way of thinking on a daily basis can enhance our lives. By sharing entertaining, real-life experiences, Dr. Kaiser reminds us, as classified staff, of our value and contributions to school success. Her stories and insight will inspire participants and set the tone for a valuable day sure to jump-start our road to empowerment.



CONQUERING SPAM; EMAIL ETIQUETTE

—*Keith Jackson, SJCOE Network Manager*

Learn tips on how to keep junk mail from ruling your in-box. <<<<< Do you search among the *_symbols*_ to find the message in the emails you receive from someone who hasn't taken the time to clean up an email that has been forwarded and forwarded? DO YOU KNOW NOT TO USE ALL CAPS? Do you assist spammers by sending an email to a list of addresses that are listed in the To: box for all to see (and use)? Learn lots of useful tips in this fun, half-hour session.



* SJ Ed Pros is an affiliate of the California Association of Educational Office Professionals—www.caeop.org