



DIOCESE OF SACRAMENTO

2110 Broadway • Sacramento, California 95818 • 916/733-0239 • Fax 916/733-0238

Lay Personnel

Leadership Basics Workshops

Writing and Delivering Reviews <https://www.surveymonkey.com/r/8Q9CFZX>

This module will review how to use the review form, what should be written in a review, how to determine ratings, and how to deliver the review to the employee.

Monday, June 12, 10:00 a.m. to noon, @ Pastoral Center— **Clergy Only**

Tuesday, June 13, 10:00 a.m. to noon, @ Red Bluff— **Clergy Only**

Leading the Four Generations <https://www.surveymonkey.com/r/8SRC5PR>

This module will review what are the four generations, how to communicate to each generation, how to lead each generation, and identifying what each generation needs to remain an engaged employee.

Tuesday, April 18, 10:00 a.m. to noon, @ Pastoral Center— Open Enrollment

~~Tuesday, April 25, 10:00 a.m. to noon, @ Red Bluff— Open Enrollment Canceled~~

Tuesday, June 20, 10:00 a.m. to noon, @ Pastoral Center— **Clergy Only**

Tuesday, June 27, 10:00 a.m. to noon, @ Red Bluff— **Clergy Only**

Leadership Competencies <https://www.surveymonkey.com/r/8T6YZTV>

This module will review how to incorporate our competencies into every aspect of work - setting developmental goals based upon competencies, developing objectives based upon competencies, and providing feedback using competencies.

Tuesday, May 2, 10:00 a.m. to noon, @ Pastoral Center— Open Enrollment

Tuesday, May 9, 10:00 a.m. to noon, @ Red Bluff— Open Enrollment

Tuesday, July 11, 10:00 a.m. to noon, @ Pastoral Center— **Clergy Only**

Tuesday, July 18, 10:00 a.m. to noon, @ Red Bluff— **Clergy Only**

For more information, please contact Maria Meza @ 916.733.0241

Pre-registration is required no later than one week prior to workshop. A minimum of 10 people is necessary to hold a workshop. There is a maximum of 30 people per workshop.

Location Addresses:

Pastoral Center
2110 Broadway
Sacramento

Sacred Heart Hall
2355 Monroe Ave.
Red Bluff