



## DIOCESE OF SACRAMENTO

2110 Broadway • Sacramento, California 95818 • 916/733-0100 • Fax 916/733-0195

LAY PERSONNEL

### Lay Personnel Workshops for 2017

The Lay Personnel Department will be holding our next round of Leadership Basics Workshops. We are offering three new workshops and will also repeat three workshops from last year for those that could not attend.

The new three modules for 2017 are:

**1. Leadership Basics: Writing and Delivering Reviews Module**

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.

**2. Leadership Basics: Leading the Four Generations Module**

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.

**3. Leadership Basics: Leadership Competencies Module**

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.

The modules that we will be reviewing again from 2016 are:

**1. Leadership Basics: Performance Management Module**

This module will review delivering feedback, coaching basics and setting expectations, and the progressive discipline process.

**2. Leadership Basics: Interviewing Skills Module**

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

**3. Leadership Basics: Conflict Resolution Module**

This module will review the causes of conflict, facts regarding conflict, and the 5 Step Conflict Resolution Process.

Each module is intended to be interactive – this will not be a lecture type classroom setting. Everyone will be expected to participate as it is essential to the learning process. Each participant will be provided with a workbook. This workbook will be theirs to keep and reference later if needed.



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Lay Personnel

# Leadership Basics Workshops

### **Performance Management** <https://www.surveymonkey.com/r/KPFSDBJ>

This module will review delivering feedback, coaching basics and setting expectations, and the progressive discipline process.

Tuesday, February 21, 9:30 a.m. to 12:30 p.m. @ Pastoral Center—Open Enrollment

Tuesday, February 28, 9:30 a.m. to 12:30 p.m. @ Red Bluff—Open Enrollment

### **Interviewing Skills** <https://www.surveymonkey.com/r/8LS6F56>

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

Tuesday, March 7, 10:00 a.m. to noon, @ Pastoral Center—Open Enrollment

Tuesday, March 14, 10:00 a.m. to noon, @ Red Bluff—Open Enrollment

### **Conflict Resolution** <https://www.surveymonkey.com/r/89MC2RW>

This module will review the causes of conflict, facts regarding conflict, and the 5 Step Conflict Resolution Process.

Tuesday, March 21, 10:00 a.m. to noon, @ Pastoral Center—Open Enrollment

Tuesday, March 28, 10:00 a.m. to noon, @ Red Bluff—Open Enrollment

### **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.

Tuesday, April 4, 10:00 a.m. to noon, @ Pastoral Center—Open Enrollment

Tuesday, April 11, 10:00 a.m. to noon, @ Red Bluff—Open Enrollment

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

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

These are offerings from last year's courses just in case you missed them.