

# LEADERSHIP BASICS 2020



Presented by the  
Diocese of Sacramento  
Office of Lay Personnel



## QUESTIONS AND REGISTRATION

For questions, please contact Bianka Torres at 916-733-0241. Pre-registration is required no later than one week prior to workshop.

## MAIN LOCATION

*A minimum of 10 people is necessary to hold a workshop at the Pastoral Center. There is a maximum of 30 people per workshop.*

**PASTORAL CENTER:** 2110 Broadway, Sacramento

## VIDEO-CONFERENCE LOCATIONS **\*NOW AVAILABLE\***

**PLEASE NOTE:** A minimum of 2 people must register to hold a session at a Video Conference location.

**CHICO - OUR DIVINE SAVIOR:** 566 East Lassen Avenue, Chico, CA 95973

**REDDING - OUR LADY OF MERCY:** 2600 Shasta View Drive, Redding, CA 96002

**FAIRFIELD - HOLY SPIRIT:** 1050 North Texas Street, Fairfield, CA 94533

*Workshops are open to all unless otherwise noted.*

### **\*NEW\*** HR COMPLIANCE & BEST PRACTICES

**Register now:** [www.surveymonkey.com/r/HRComplianceandBestPractices](http://www.surveymonkey.com/r/HRComplianceandBestPractices)

A review of church nuances and HR best practices.

Thursday, February 13, 1:30pm–3:30pm

**CLERGY ONLY** Tuesday, February 11, 10:30am–12:30pm

### **\*NEW\*** BENEFITS ADMINISTRATION 102

**Register now:** [www.surveymonkey.com/r/BenefitsAdministration102](http://www.surveymonkey.com/r/BenefitsAdministration102)

The basics to handling health benefits and 403(b) processing.

Thursday, February 20, 1:00pm–2:00pm

**CLERGY ONLY** Tuesday, February 18, 11:00am–1:00pm

### BEST FINANCIAL PRACTICES

**Register now:** [www.surveymonkey.com/r/ReviewofFinancialStatements](http://www.surveymonkey.com/r/ReviewofFinancialStatements)

This is an informative module with information for beginners to understand financial statements.

Thursday, February 20, 2:00pm–4:00pm

**CLERGY ONLY** Tuesday, February 18, 11:00am–1:00pm

### THE ART OF DELEGATION

**Register now:** [www.surveymonkey.com/r/ArtofDelegation](http://www.surveymonkey.com/r/ArtofDelegation)

The steps of delegation, challenges of delegation, and how to use delegation as a tool for success.

Thursday, March 5, 1:30pm–3:30pm

**CLERGY ONLY** Tuesday, March 3, 10:30am–12:30pm

### TIME MANAGEMENT

**Register now:** [www.surveymonkey.com/r/9NMS6RB](http://www.surveymonkey.com/r/9NMS6RB)

Assist with managing your time effectively and meet your deadlines.

Thursday, March 19, 1:30pm–3:30pm

**CLERGY ONLY** Tuesday, March 10, 10:30am–12:30pm

### SETTING GOALS AND OBJECTIVES

**Register now:** [www.surveymonkey.com/r/SettingGoalsandObjectives](http://www.surveymonkey.com/r/SettingGoalsandObjectives)

How to prepare goals and objectives for your team.

Wednesday, March 25, 1:30pm–3:30pm

**CLERGY ONLY** Monday, March 23, 10:30am–12:30pm