



# LEADERSHIP BASICS 2021



*Presented by the  
Diocese of Sacramento  
Office of Lay Personnel*

## REGISTRATION

Due to the COVID-19 Pandemic,  
all workshops will be held virtually.

Pre-registration is required no later  
than one week prior to 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.*

## QUESTIONS

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



### **\*NEW\* EFFECTIVE COMMUNICATION**

Tools to ensure effective communication occurs with others.

**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/9XC9TQB>



### **\*NEW\* BENEFITS ORIENTATION**

An overview of the health and welfare and retirement benefits programs.

**CLERGY ONLY** Tuesday, February 9, 10:00am–11:00am

**OPEN TO ALL** Thursday, February 11, 1:00pm–2:00pm

**REGISTER** » <https://www.surveymonkey.com/r/9NV37X9>



### **HR COMPLIANCE & BEST PRACTICES**

A review of church nuances and HR best practices.

**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/93D9L75>



### **CONFLICT RESOLUTION**

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

**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/93HWLHQ>



### **CONDUCTING PRODUCTIVE STAFF MEETINGS**

This module will review how to conduct staff meetings to ensure they are  
productive and add value to your team.

**CLERGY ONLY** Tuesday, March 9, 10:30am–12:30pm

**OPEN TO ALL** Thursday, March 11, 1:30pm–3:30pm

**REGISTER** » <https://www.surveymonkey.com/r/9G3N36S>