



# LEADERSHIP BASICS 2025



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

## REGISTRATION

All workshops will be held virtually and will require the use of a functioning web camera and audio.

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.



### BENEFITS ADMINISTRATION 102

This module will provide an overview of benefit administration.

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

**OPEN TO ALL** Thursday, February 13, 1:30pm–3:30pm

**REGISTER »** <https://www.surveymonkey.com/r/59VNSF8>



### PERFORMANCE MANAGEMENT I

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

**CLERGY ONLY** Tuesday, February 18, 10:30am–12:30pm

**OPEN TO ALL** Thursday, February 20, 1:30pm–3:30pm

**REGISTER »** <https://www.surveymonkey.com/r/B6NMNRC>



### PERFORMANCE MANAGEMENT II

This module will review how to prepare progressive discipline documents and the most effective method of delivering the document.

**CLERGY ONLY** Tuesday, February 25, 10:30am–12:30pm

**OPEN TO ALL** Thursday, February 27, 1:30pm–3:30pm

**REGISTER »** <https://www.surveymonkey.com/r/B6BYRGJ>



### EMPLOYEE RECOGNITION

This module will review the importance of employee recognition and suggested methods of recognizing stellar performance.

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

**OPEN TO ALL** Thursday, March 13, 1:30pm–3:30pm

**REGISTER »** <https://www.surveymonkey.com/r/59FX3RC>