

Managing Job Performance

(5.0 CPE's for Water / Wastewater)

**Wednesday,
January 23, 2019**

Location:

**Augusta County
Service Authority**

18 Government Center Ln
Verona, VA 24482

Registration Required



Quality On Tap!

2138 Sycamore Avenue
Buena Vista, VA 24416
Phone: 540-261-7178
Fax: 540-261-2465
On the web: www.vrwa.org

Description: This class is relevant for team leaders, supervisors, managers and anyone aspiring for a leadership role. Participants will learn to:

- Identify differences between a leader and a manager
- Identify successful ways to delegate work
- Discuss strategies to set realistic goals and clarify expectations
- Track and document performance
- Provide constructive feedback

PRE-REGISTRATION IS REQUIRED

Class size limited to 25

Instructors: Margie Hamner, CPLP, ACC-Starfish Consulting

Class Times: 8:00 AM– 1:00 PM

Cost: \$99.00 (VRWA members)
\$120.00 (VRWA non-members)

To Register: The preferred method for registration is online at the VRWA website (www.vrwa.org). If an attendee does not have internet access, he or she may complete the registration form on the back of this page and fax it to the VRWA office at **540-261-2465**.

For answers to questions regarding the registration process, please call the VRWA office at **540-261-7178**.

Registration Deadline: January 21, 2019

Managing Job Performance

Class Registration Form

Managing Job Performance - 5 CPE's - Verona, VA - January 23, 2019

Name (as it appears on your license)

System/Organization

Mailing Address

Phone: _____ Fax: _____

E-mail Address (required): _____

Total Amount Due: \$ _____ Check Enclosed Visa Master Card

Name (as it appears on your card): _____

Credit Card Number: _____ Exp. Date: ____/____

3-digit CSV security code: _____ City/State: _____ Zip: _____

Email Address for Receipt: _____

Please make all checks out to VRWA and mail to: VRWA, 2138 Sycamore Avenue, Buena Vista, VA 24416

Cancellation Policy: Full refund less \$25.00 administration fee will be given if VRWA is notified at least 10 days prior to date of class. No refunds will be given for cancellations with less than 10 days' notice, substitutions, however, are permitted. In the event that the class is cancelled by VRWA due to low enrollment, a full refund will be issued.

If paying by check please make all checks out to
Virginia Rural Water Association
2138 Sycamore Avenue
Buena Vista, VA 24416
(540) 261-7178
(540) 261-2465 fax
www.vrwa.org