

DATE: December 29, 2010

TO: CAA Executive Directors
Community Services Directors

FROM: Heather Lockard, Training and Development Manager

SUBJECT: Managing People, Paper and Projects Seminar

MACA is pleased to announce a one-day **Managing People, Paper and Projects** seminar to take place on February 24, 2011. The training will be conducted by Dale McCoy, Instructional Partner, with the Management Development Institute of Missouri State University.

Do you have more to do than you can manage in a 40-hour work week? Do you feel that if you want something done right you have to do it yourself? Do you ever find yourself having to "redo" work not done right the first time?

If you answered yes to these questions, you could be holding yourself, your employees, and your work group back from reaching their maximum potential. Improve your skills in delegation, managing your time and setting goals so you can work more efficiently.

Benefits of Attending

Take control of your workday by applying the techniques you learn during this seminar. You will feel more confident in knowing how to organize your work and examine your workload for value adding qualities. You will also take home an action plan to help you put these techniques to work immediately.

This training will take place at: *Missouri Association for Community Action*
2014 William Street
Jefferson City, MO 65109

The training will begin at 8:30 a.m. and conclude by 4 p.m. on February 24, 2011. **This training is limited to 30 registrants.** While registrations are accepted on a first-come first-serve basis, MACA reserves the right to allow for equal representation of all agencies.

There have been no rooms blocked off for this training. Individuals are responsible for their lodging and meals.

There is no fee for this training but for planning purposes we ask that you complete the registration and return it to the MACA office. **Please complete the registration form and return it to the MACA office no later than February 4, 2011.** This training is made possible by the CSBG/MACA partnership.

If you have any questions please contact Krista Welschmeyer at the MACA Office at 573-634-2969 or at kwelschmeyer@communityaction.org.

c: Patti Magruder
Elaine West