Garland Educational Support Staff Association
Staff Training For Effective Management
2011-2012 Registration Form

Name: _____ Email: _____

District: _____ Phone: Wk: _____ Hm: _____

Home Address _____
Street City Zip

Date	Time	Session Title	Hours	Fee	Enclosed
3/10/12	**8:30 – 3:30**	**Managing Change**	**6**	**$45.00**	☐
2/11/12	**8:30 – 3:30**	**Effective Office Practices**	**6**	**$45.00**	☐
12/10/11	**8:30 – 3:30**	**Basic Communication**	6	**$45.00**	☐
		Interpersonal Communication	6		
4/21/12	**8:30 – 3:30**	**Personal Profile for Success** **formerly Effective Communication**	6	**$45.00**	☐
		Professional Growth Plan	**3**		
1/12/12	**4:15 – 7:15**	**Assertiveness Training**	3	**$35.00**	☐
		Customer Service	**3**		
		Dealing with Difficult People	3		
		Dialogue of Diversity	3		
		Leadership Train. & Team Building	**3**		
5/3/12	**4:15 – 7:15**	**Professional Image (formerly Professional Dress)**	**3**	**$35.00**	☐
		Rules for Spelling/Proofreading	3		
		Stress Management	3		
		Telephone Skills	**3**		
		Time Management	3		
		Agenda for Personal and Organizational Imp.	6		
		Business Grammar/Letter writing	**6**		
		Conflict Management	6		

Make checks payable to *GISD* and mail to:

Teena Hancock
School Facilities
PO Box 469026, Garland, TX 75046-9026
(Phone) 972-487-4101
Email: TLHancoc@garlandisd.net

All classes are being held at the
Harris Hill Administration Building
Annex, 2nd floor
501 S. Jupiter, Garland, TX 75042