Garland Educational Support Staff Association
Staff Training For Effective Management
2009-2010 Registration Form

Name: _____ Email: _____

District: _____ Phone: Wk: _____ Hm: _____

Home Address _____
Street City Zip

Date	Time	Session Title	Hours	Fee	Enclosed
		Managing Change	6		
		Effective Office Practices	6		
11/07/09	**8:30 – 3:30**	**Basic Communication**	**6**	**$45.00**	☐
		Interpersonal Communication	6		
02/20/10	**8:30 – 3:30**	**Personal Profile for Success** **formerly Effective Communication**	**6**	**$45.00**	☐
		Professional Growth Plan	3		
		Assertiveness Training	3		
12/01/09	**4:15 – 7:15**	**Customer Service**	**3**	**$35.00**	☐
		Dealing with Difficult People	3		
04/20/10	**4:15 – 7:15**	**Dialogue of Diversity**	**3**	**$35.00**	☐
		Leadership Train. & Team Building	3		
		Professional Image **(formerly Professional Dress)**	3		
		Rules for Spelling/Proofreading	3		
		Stress Management	3		
05/04/10	**4:15 – 7:15**	**Telephone Skills**	**3**	**$35.00**	☐
		Time Management	3		
		Agenda for Personal and Organizational Imp.	6		
		Business Grammar/Letter writing	6		
01/09/10	**8:30 – 3:30**	**Conflict Management**	**6**	**$45.00**	☐

Make checks payable to *GISD* and mail to:

Aly Ramos
Tax Office
901 W. State St., Garlad, TX 75040
(Phone) 972-494-8570 ext 73226
Email: aramos@garlandisd.net

All classes are being held at Garland's Special Events Center
4999 Naaman Forest Blvd.
Garland, TX 75040