

**Garland Educational Support Staff Association
Staff Training for Effective Management
2018-2019 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		
		Basic Communication	6		
		Interpersonal Communication	6		
5/11/2019	8:30-3:30	Personality Profile	6	\$45	<input type="checkbox"/>
		Professional Growth Plan	3		
		Assertiveness Training	3		
		Customer Service	3		
		Assisting Difficult People	6		
		Dialogue of Diversity	3		
		Leadership Train. & Team Building	3		
		Professional Image	3		
		Rules for Spelling/Proofreading	3		
		Stress Management	3		
		Telephone Skills	3		
		Time Management	3		
		Presentation Techniques	3		
		Business Grammar/Letter writing	6		
		Conflict Management	6		

Make checks payable to *GISD*** and mail to:**

Juliana Holmes
Technology Center
PO Box 469026, Garland, TX 75046-9026
(Phone) 972-487-4907
Email: JHolmes@garlandisd.net

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

[Type here]