

The California State University
Office of the Chancellor
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To: CSU Presidents

From: Jackie R. McClain, Vice Chancellor
Human Resources



Subject: CONFERENCES FOR MANAGERS AND ADMINISTRATORS

We are pleased to announce the availability of three one-day conferences for campus managers and administrators. The content of these conferences focuses on overcoming workplace challenges, developing employees, improving leadership skills, using time and resources effectively, and communicating with staff. Actual sessions include:

Excelling as a Newly Appointed Manager	How to Criticize and Discipline Without Punishment
No-Cost Methods of Rewarding Employees	How to Motivate Employees to Peak Performance
The How-Tos of Effective Delegation	How to Communicate With Power and Confidence
Adopting the Right Leadership Style for the Job	10 Keys to Improving Your Leadership Effectiveness
Dealing With Negativity and Employee Attitude Problems	Managing Multiple Priorities and Tight Deadlines
Strategies for Effective Team Building	How to Talk So Your Employees Will Listen
Assertiveness Skills for Managers	How to Make Confident Presentations
How to Think Outside the Lines	Leading Through Change
Developing and Utilizing a Teamwork Strategy to Prevent Campus Violence (May 4 only)	Basics of Investigative Reporting (May 4 only)
Policies at Work: ADA & FMLA at the CSU (May 4 only)	Keys to Lawful Interviewing (May 4 only)

The conferences are the result of a 12-campus collaboration with Systemwide Professional Development. The intended audience is primarily MPP employees although others with significant supervisory responsibility or management aspirations are encouraged to consider attending. The registration fee is \$59 per person.

(over)

Distribution:

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Executive Vice Chancellor and Chief Academic Officer
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Human Resources Directors

Conference dates and locations are shown below:

DATE	TIME	LOCATION	HOST CAMPUSES
May 2, 2001	8:00-4:00	Walnut Creek Marriott Walnut Creek, CA	Hayward, <i>Chair</i> ; Monterey Bay, San Francisco, San Jose, Stanislaus
May 4, 2001	8:00-4:00	Kellogg West Conference Center Pomona, CA	Fullerton, <i>Chair</i> ; Cal Poly Pomona, San Bernardino
June 5, 2001	8:00-4:00	University Union CSU, Sacramento	Sacramento, <i>Chair</i> ; Chico, Maritime, Sonoma State

To obtain a printed conference announcement, please contact Shallee Fournier at (562) 951-4232 or sfournier@calstate.edu.

To register or obtain immediate information, refer to the Systemwide Professional Development registration website at www.calstate.edu/tier3/hr/spd/.