



April 20-21, 2010  
Red Deer, Capri Centre



## Public Works Electives

### Leadership & Management Training

The public works electives are part of the Public Works Supervisors Program and have been developed for employees who are relatively new to supervisory roles AND employees currently in management or supervisory roles.

**EACH COURSE IS TWO FULL DAYS. PLEASE CHOOSE ONE COURSE ONLY.**

This training is part of a recognized post secondary program offered by NAIT. Upon completing the core requirements of this program, participants will receive credit and a certificate of completion from NAIT.

For more information on this program, please visit [www.publicworks.ca](http://www.publicworks.ca).

#### Schedule for both days

8:45 Registration  
9:00 Session begins  
10:00 Coffee Break  
Noon Lunch  
1:00 Resume Session  
3:00 Coffee Break  
5:00 Session Ends

**Space is limited to 25 People - please register early.**

**\$530 + GST**

#### Register by:

fax - 403-398-0665  
e - [admin@publicworks.ca](mailto:admin@publicworks.ca)

Confirmation & invoices will be sent to the email address provided.

Please make cheque/P.O. out to:

Alberta Public Works Association  
Suite 3407  
5605 Henwood St SW  
Calgary AB T3E 7R2

GST No. 12356 - 5426

The Capri  
3310 - 50 Ave., Red Deer,  
Alberta, T4N 3X9  
Toll free reservation line:  
1-800-662-7197

### Courses - Please indicate which course you will be taking

#### Introduction to Project Management Recommended for PWS Level 1

Introduce yourself to the essential processes, terminology and elements of project management! Your professional success depends upon a deep understanding of the strategies of project management. You will learn the basic strategies and many sophisticated techniques used in effective project management. You will also examine the project life cycle, project management's relationship to other disciplines, and the essential role of a project manager.

#### Improving Employee Work Habits Through Performance Management Recommended for PWS Level 2

The supervisor must be able to recognize ways to improve and simplify subordinates' work while making the best use of the resources available to work units. The team leader must also be able to translate company regulations with regards to absenteeism, repeated lateness, drug and alcohol abuse into codes of conduct meaningful to the employee, in both a unionized and non-unionized workplace.

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Invoice required  Invoice to P.O.: \_\_\_\_\_ Total Payment: \_\_\_\_\_