



June 14 & 15, 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.

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

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

Conducting Interviews & Meetings

Types of interviews between supervisors and subordinates and ways to conduct effective interviews will be studied. The second half of the course will discuss the nature and purposes of meetings and how to conduct effective meetings. Finally, there will be an examination of the formation, function and value of committees.

Labour Relations

Explore the supervisor's rights and obligations in relation to the collective agreement through a study of the negotiating process, grievance procedure, disciplining procedure and work stoppage situation.

Name: _____

Email: _____

Employer: _____

Address: _____

Phone: _____

Invoice required Invoice to P.O.: _____ Total Payment: _____