

CASAP

California Association of Standards and Agricultural Professionals

Professional Development Workshop

Everyone is welcome to come!

Date: December 15, 2007 (Saturday) Time: 8:30am-3:00pm

Location: Stanislaus County Agricultural Center

3800 Cornucopia Way Suite B, Modesto, CA

Lunch, drinks & goodies provided.

Management Basics

(Management issues, discipline, employment law, supervision, training, situational questions & discussion, and more...)

REGISTRATION FORM

Please **RSVP by Dec 13, 2007** to Harinder Grewal. Please complete the following and bring it with you or mail to the following address: CASAP, c/o Stanislaus County Department of Agriculture & Weights and Measures, Attn: Harinder Grewal, 3800 Cornucopia Way, Suite B, Modesto, CA 95355. Telephone: Harinder Grewal (209) 525-4730 for questions. **Please make checks payable to: CASAP**

Name: _____ **Employer Name:** _____

Mailing Address: _____

Phone: _____ **Fax:** _____ **E-mail address:** _____

Current Member \$5.00 (lunch) New Membership (\$25.00) + \$5.00 (lunch)
Membership Renewal (\$25.00) + \$5.00 (lunch) Non-member \$25.00 workshop fee + \$5.00 (lunch)
(Receipts will be provided at the workshop, membership will extend through the 2006 calendar year.)

Membership Renewal forms are available on the CASAP.ORG Website and will be provided at the workshop.

TO: Workshop Participants & Anyone Interested

The following workshops have been scheduled to help with professional enhancement and development for those looking to continue in their careers as managers, become managers or those who just simply wish to understand management.

CASAP has scheduled a series of 3 professional enhancement and development workshops. Announcements/flyers will be sent out via e-mail prior to each workshop. Announcements/flyers will also be posted to the CASAP website at www.casap.org. The schedule for the workshops is listed below for your convenience in planning.

If you have any questions, please feel free to call Harinder Grewal at (209) 525-4730.

CASAP Workshops Schedule:

Dec. 15th, 2007 (8:30am-3:00pm) - Management basics: Review management topics in the morning and then talk through situations, questions, and scenarios. (Location: Modesto, CA)

February 2nd, 2008 (8:30am-3:00pm) - Written skills/short presentations: Give written essay exam, grade writing skills, then in the afternoon have candidates give a short presentation (closing statement practice, answer a management question, etc.) in front of the group with a short critique at the end. (Location: Modesto, CA)

March 1st & 2nd, 2008 (8:30am-3:00pm Sat. and then Sun. 8:30am-???) - There will be an "issues review" session for March 1st. March 2nd will be mock orals in which the candidates will have to dress appropriately, answer questions, be videotaped and receive a critique at the end of their "oral exam". (Location: Modesto, CA)