



PROFESSIONAL DEVELOPMENT WORKSHOP

****ALL ARE WELCOME TO ATTEND****

WHEN: SATURDAY AUGUST 2, 2008 8:30AM – 3:30PM

WHERE: CONTRA COSTA AG DEPARTMENT
2366 A STANWELL CIRCLE
CONCORD, CA.

WHAT: 8:30 – 9:00 REGISTRATION AND CONTINENTAL BREAKFAST
9:00 – 12:00 INSPECTOR REVIEW TOPICS....

- WEIGHTS AND MEASURES TESTING DEMONSTRATION
- Q.C. PROCEDURAL REVIEW
- STUDY GUIDES AND ROUND TABLE DISCUSSION

NOON LUNCH [\$5]

12:30 – 3:30 PROFESSIONAL DEVELOPMENT AND MANAGEMENT ESSENTIALS....

- OFFICE MANAGEMENT
- WRITING SKILLS
- EVIDENCE COLLECTION
- DISCIPLINE
- DO'S AND DON'TS OF ORAL PRESENTATIONS

HOW TO GET THERE:

GO TO CONCORD ON 680 HIGHWAY; COMING FROM THE NORTH TAKE EXIT 52 TOWARD CONCORD AVENUE, TURN LEFT ON CONTRA COSTA BLVD, TURN LEFT ON CONCORD AVE AND GO ABOUT 1 MILE TO STANWELL DRIVE AND TURN LEFT. GO 1 BLOCK TO STANWELL CIRCLE ON YOUR RIGHT. COMING FROM THE SOUTH, TAKE THE BURNETT AVE EXIT # 52 TOWARD CONCORD AVE. GO STRAIGHT BURNETT AVE, TURN LEFT ON DIAMOND BLVD, TAKE **SLIGHT** RIGHT ONTO CONCORD AVE FOR ABOUT ¾ MILE AND TURN LEFT ON STANWELL DRIVE, GO 1 BLOCK AND TURN RIGHT ON STANWELL CIRCLE.

INFORMATION AND REGISTRATION:

CONTACT BY PHONE: PAT ROOF [925] 646-5250 CONTRA COSTA AG
CATHY ROACHE [510] 670-5232 ALAMEDA AG

CONTACT VIA EMAIL STEVE PARIS sdparis@solanocounty.com

*****PLEASE RSVP AS SOON AS POSSIBLE*****

COST: \$5.00 FOOD MEMBER REGISTRATION **FREE**
NEW MEMBERSHIP **\$25.00** [2008 CALENDAR YEAR]
NON-MEMBER REGISTRATION **\$25.00**