LEAD/SR. WORKER ACADEMY
CITY OF SUNNYVALE

REGISTRATION

Thank you for your interest in the Regional Government Services Lead/Sr. Worker Academy! This training will include hands-on skill building and individual goal setting designed to increase your effectiveness in leading people.

To help us assure you are signing up for the Academy best suited to your goals, please fill in the information below and respond to the questions.

If you have further questions, please contact: Rich Oppenheim roppenheim@rgs.ca.gov, Jo Miller at jmiller@rgs.ca.gov or call (650) 587-7309.

Name:	**Agency:**
Email:	**Phone Number:**
Additional Information Needed: **1) What is your current job title and level of responsibility? How many staff do you lead?**	
2) What would you say are your main development goals and/or what specific skills do you hope to improve on or develop in this Academy?	
3) How did you hear about this Academy?	

Next Steps to complete registration:

1. **Please email your completed registration** form asap to Jo Miller at jmiller@rgs.ca.gov to secure a seat in this Academy. To finalize your registrations, please submit payment no later than January 18, 2020 via one of the two options below:
   a) **RGS accepts credit cards** (please do not pay before contacting Jo Miller first to see that there is availability) on our website, www.rgsjpa.org. Please go to http://www.rgsjpa.org/calendar/, then go to "February 18 Sunnyvale Lead/Sr. Worker Academy". Please fill in fields underneath "List Agency and Attendee(s)". Then Click "Pay Now", **OR**
   b) **Mail a check** for $850 payable to: Regional Government Services, Attn: Lisa Cook, P.O. Box 1350, Carmel Valley, CA 93924. Please note on the check: Your name and "For Sunnyvale Academy".

*** Please note: Registration is not finalized, and a seat is not reserved unless both a registration form and payment have been received for each individual attending. Please do not pay without contacting Jo Miller for availability and submitting a registration form.**

Cancelation Policy: *For scheduled and paid academy participant no shows, no refund of the costs will be given. If a participant is unable to attend, that agency may send an alternate for the registrant. If given two weeks' notice prior to the first Academy session, the agency will receive a credit toward an upcoming Academy that may be used within the next 12 calendar months. If a participant misses one day of any academy, no refund or alternate participants will be allowed; however, the participant may still attend the final session and will earn fewer participation hours. For further information or questions contact Jo Miller at jmiller@rgs.ca.gov.*