



## **Registration Application Winter 2016**

### **Supervisor/Manager Academy**

Thank you for your interest in the Regional Government Services Supervisor/Manager Academy! The training will include hands-on skill building and individual goal setting designed to increase your effectiveness in leading people. Coaching will be offered to help you apply what you learn in your work environment.

In order to get to know participants a bit beforehand and to acquaint you with our unique approach, please fill out the information below and respond to the questions.

Academy Instructors/Coaches Anne Oliver and Sally Rice bring over 45 years of combined experience in helping staff develop their skills, especially their interpersonal know-how, problem solving communication and ability to get work done through other people.

**If you have further questions please contact:**

**Sally Rice- [srice@rgs.ca.gov](mailto:srice@rgs.ca.gov) or Anne Oliver- [aoliver@rgs.ca.gov](mailto:aoliver@rgs.ca.gov) Or call (650)587-7309**

---

---

*Your Name*

---

*Agency*

**Contact Information:**

**Work Phone Number:** \_\_\_\_\_

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

**Additional Information Needed:**

- 1) What is your current job title and level of responsibility? How many staff do you supervise?
  
- 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 Finish this Registration:**

- Email your completed application form no later than January 27, 2016 to RGS Training Coordinator Danielle Oliveira [doliveira@rgs.ca.gov](mailto:doliveira@rgs.ca.gov)
- Mail a check for \$750 payable to "Regional Government Services" and note on the check: "For Academy"  
Send no later than January 27, 2016 to:  
Regional Government Services Attn: Lisa Cook  
P.O. Box 1350 Carmel Valley, CA 93924
- Or pay on our website [rgsjpa.org](http://rgsjpa.org). Then go to "About us" Click on *Calendar*. Go to "February 9, Elk Grove Supervisor/Manager Academy" Fill in Field boxes underneath "List Agency and Attendee(s)". Then Click the "Pay Now" link.

**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 continuing education hours.  
For further information or questions contact Danielle Oliveira at [doliveira@rgs.ca.gov](mailto:doliveira@rgs.ca.gov)