

TAAD presents

# How to be a Better Manager

Wednesday, November 17, 2010

North Austin/Round Rock Marriott

*This one-day workshop is designed to help participants become a better manager, and for new managers, it will provide guidelines and suggestions on how to develop positive habits and to be successful.*

*This is an interactive workshop that allows and encourages actual situations from the instructor and the student. Various forms and examples are provided to help the participant develop a procedure manual for the appraisal district office.*

## Preview of topics to be covered:

- Planning and organizing
- Budgeting
- Personnel and communication issues
- Dealing with difficult people
- Working with legislators and local officials
- Consensus building
- Stress management
- Coaching, evaluating, providing employee feedback
- Review of ratio studies--how they can help with planning, budgeting and employee evaluations
- Cover topics you'll need for your MAP review!

**Location:** North Austin/Round Rock Marriott Hotel,  
2600 La Frontera Blvd., Round Rock

**Registration deadline:** November 3

**Class Hours:** Registration 7:45-8;  
Class 8-12, 1:30-5

**CEs:** 6 hours

**Lodging:** N. Austin/Round Rock Marriott Hotel  
\$109/single or double; call hotel prior to October 29,  
ask for TAAD block (512)733-6767 or (800)865-0546

**Instructor:** Rick Stuart, CAE

## How to be a Better Manager

Name \_\_\_\_\_ TDLR number \_\_\_\_\_

Jurisdiction \_\_\_\_\_

Mailing address \_\_\_\_\_

Email address \_\_\_\_\_ Phone number \_\_\_\_\_

### Registration enclosed:

- TAAD member district \$100
- TAAD associate/affiliate member \$150
- Nonmember \$175

**Registration fees must reflect current membership status.**

Requests for refunds must be in writing and submitted by **November 10**. A \$75 cancellation fee will be deducted.

Mail to: TAAD, 7700 Chevy Chase Drive; Bldg. One, Suite 425; Austin, TX 78752-1558

Office Use ONLY

Date: \_\_\_\_\_ Ck #: \_\_\_\_\_ Paid: \_\_\_\_\_ PC: \_\_\_\_\_ DB: \_\_\_\_\_

