

CIF/NIAAA Athletic Administrators' Leadership Training Class—508

Sponsored by the
CIF – Central Coast Section
Central Coast Section Athletic Directors Association

If you are interested in becoming a Certified Athletic Administrator (CAA) to advance your professional development, this course is exactly what you are looking for. The LTC 501 and 502 need to be completed prior to taking the CAA exam (the LTC 504 is recommended as well).

Date/Time	Training Course	Location	Registration Deadline	Cost
December 6, 2005 1–5pm	LTC 508— Athletic Administration: Management Strategies & Organization Techniques (Time Management)	Stevenson School Treasure Room	November 11, 2005	\$105

Course Description: The course is designed to inform athletic administrators how to more effectively organize and manage their time, apply time management principles, be more productive and have balance to life. Instruction will focus on 12 key components and strategies, including proven techniques and tips to teach participants how to: Set Goals and Priorities, Plan for Results, Organize for Success, Process Paperwork, Delegate Effectively, Eliminate Time Wasters, Enhance Decision-Making, Make Meetings Productive, Conquer Procrastination, Utilize Technology, Communicate Effectively, and Reduce Stress.

REGISTRATION FORM

(Complete and return this form and a check payable to State CIF by November 11)

Name: _____

School: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____ ext. _____

For more information, please contact Courtney Johnson:
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