What Every Sacramento State Manager & Supervisor Needs to Know!

This series includes components have been identified a 'must' knowledge skill set for Sacramento State managers and supervisors. The dates, times and locations are as follows:

**Student Employment**

August 2, 2007  
9:00 a.m. to 11:00 a.m.  
California Suite, University Union

**Compliance**

August 8, 2007  
Forest Suite

September 6, 2007  
California Suite

February 7, 2008  
Forest Suite  
8:00 a.m. to 3:00 p.m.

**Manager’s Toolkit**

The Manager’s Toolkit is a detailed overview of the manager/supervisor’s role in the organization and the policies that govern employee relations. It is designed to equip new and experienced managers with the technical skills, knowledge and practical applications necessary for successful management.

Please note: All modules are constructive in nature – Module 2 builds on Module 1, Module 3 on Module 2, etc.

August 23, 2007  
Summit Room, University Union

October 10, 2007  
Forest Suite, University Union

December 6, 2007  
Forest Suite, University Union

February 12, 2008  
Forest Suite, University Union  
8:00 a.m. to 3:00 p.m.