MANAGEMENT 2A

Organizational Development and Human Relations

September 20 - 24, 2010

Monrovia Fire Training

This course provides the participants with information on how to make the transition from supervisor to manager. It offers sound management principles in preparation for more intensified training in specific disciplines. Topics of discussion include internal and external influences, personality traits of your fire fighters, managing human relations, group dynamics, conflict solution and more.

Prerequisite: Management 1

DAY: Monday – Friday **TIME:** 8:00 AM – 5:00 PM

LOCATION: **Monrovia Community Library** 321 S. Myrtle Ave Monrovia, California 91016

INSTRUCTOR: Scott Goodwin (Retired Division Chief w/Santa Fe Springs)

COST: $110.00 **(payable to "SAC")**

QUESTIONS? Please call **714-564-6404** OR **E-MAIL**: Chadwick_Linda@sac.edu

CLASS LIMIT: 40 students (**MUST** have 20 students for a class to happen)

Reservations are required for **ALL** Fire Officer classes. To reserve your seat, please complete this form and submit with payment made **payable to "SAC"** and mail to:

Please date checks for the 1st day of class – checks are held in our safe until class starts!

Santa Ana College
Fire Officer Training
1530 W 17th St
Santa Ana, CA 92706-3398
Attn: Linda Chadwick RmA113

Please send **SEPARATE checks** for **EACH** class & **EACH** student, or it will be returned! This includes **DEPARTMENT** checks!!

NO PHONE RESERVATIONS!!! – you **MUST** send a check to reserve your seat – **EVEN** if your department will pay your tuition to attend. We will return your personal check upon receipt of department check. **PLEASE SEND SEPARATE CHECKS FOR EACH CLASS, EACH STUDENT – YOUR CHECK WILL BE RETURNED IF YOU DO NOT SEND SEPARATE CHECKS – THIS INCLUDES ALL DEPARTMENT CHECKS! Send your check early to be guaranteed a seat in class and to assure we do not have to cancel a class. CHECKS DO NOT GET CASHED UNTIL CLASS STARTS; PLEASE DATE CHECKS ACCORDING TO CLASS START DATE! You MUST call to CANCEL at least 5 days in advance of the class start date or your fee will be retained. We will send a confirmation letter and map upon receipt of your check.** **Please print your name as you want it to appear on your certificate. **Provide your HOME address, we will not be responsible for certificates sent to work sites! If you provide a work address and your cert doesn't get delivered, you will have to pay the $35 State fee, no exceptions! Please provide at least two (2) phone numbers (preferably HOME and CELL). ALL FEES INCLUDE TUITION, STATE CERT AND CLASS MATERIALS.**

Student Name: _____

HOME Address: _____ **City:**_____ **Zip:**_____

(If you have moved, please note **NEW** address so we may update your records and not lose your cert!!!)

Department: _____

Home Phone: _____ **Cell:** _____

E-Mail:_____

Include your email **ONLY** if you would like to be added to our database for mailings of updated classes. If you would like to be removed from our database, please inform us.