



Continuing Education

St. Louis County and Municipal Police Academy

◀ Program Announcement ▶

TIME MANAGEMENT

This four hour course focuses on time management skills in the workplace.

Participants will learn to:

- 1) Understand the importance of setting goals and developing strategies for achieving them.
- 2) Understand the importance of prioritizing work in order to meet deadlines.
- 3) Take control of things that would derail workplace productivity.
- 4) Develop strategies to improve their concentration and increase their efficiency.

Shannon Shelley, LCSW, has been an instructor through the St. Louis County and Municipal Police Academy since 2002. She is an active instructor in CIT, which she presents on suicide intervention skills. Currently, Shannon is the Program Manager at McCallum Place, a comprehensive eating disorders facility. She has experience in presenting on such topics as crisis intervention, work place improvement and community education on mental health.

Please bring classroom materials (pen/pencil and paper).

Session: One

Date(s): January 19, 2010

Time: 8:00 a.m. - 12:00 noon

Place: St. Louis County and Municipal Police Academy
1266 Sutter Avenue
St. Louis, MO 63133-1934

WHO SHOULD ATTEND: Commissioned and Non-Commissioned Personnel - Technical Studies

ATTENDANCE IS LIMITED TO 40 PARTICIPANTS

To reserve your seat, please mail or fax your Continuing Education Registration Form to be received by 1 week prior to class start date. Reservations will be taken from non-tuition paying departments at a cost of \$25 per seat, and will be placed on standby. Standby seats will be notified if their reservation is accepted, depending upon seat availability. Non-tuition paying departments will be invoiced, whether or not the seat is used, after acceptance of standby notice.

PLEASE USE THE REGISTRATION FORM ON THE BACK



Continuing Education

St. Louis County and Municipal Police Academy

◀ Registration Form ▶

PROGRAM: TIME MANAGEMENT - **Session:** One

TRAINING DATE(S): January 19, 2010

TRAINING TIMES: 8:00 a.m. - 12:00 noon

TRAINING LOCATION: St. Louis County and Municipal Police Academy
1266 Sutter Avenue
St. Louis, MO 63133-1934

INITIAL SEATS PER DEPT: Two - all others standby. Prioritize names on list below. (1) will be registered first, then (2), etc.

Please use this form to register employees for the above listed program only. Return the form to arrive at the C.M.P.A. by 1 week prior to class start date. All forms must be submitted through the appropriate department training officer. No individual registrations will be accepted. Check your department procedures.

(PLEASE TYPE OR PRINT CLEARLY)

PRIORITY

1. NAME: _____ DSN: _____

RANK: _____ SSN: _____ - _____ - _____ ASSIGNMENT: _____

2. NAME: _____ DSN: _____

RANK: _____ SSN: _____ - _____ - _____ ASSIGNMENT: _____

3. NAME: _____ DSN: _____

RANK: _____ SSN: _____ - _____ - _____ ASSIGNMENT: _____

4. NAME: _____ DSN: _____

RANK: _____ SSN: _____ - _____ - _____ ASSIGNMENT: _____

Authorized Training Registrar: _____
(must sign here)

Print or type Registrar's Name: _____ Title: _____

Department: _____ Phone: _____ - _____

Registrar Return:	By Mail: St. Louis County and Municipal Police Academy Continuing Education / Registration 1266 Sutter Avenue Wellston, MO 63133-1934	By FAX: 314-863-2317
		Questions call: 314-889-8600