

THE POWER OF POSITIVE DELEGATION



DESCRIPTION:

Many organizations struggle to work with outdated and worn out equipment, too much work and not enough personnel. Proper delegation of authority and responsibility will get the job done on time and under budget. Everyone wins!

OBJECTIVES:

Participants will learn

- What a micromanager is and how to tell if you are one
- How to delegate properly
- How to develop the leaders of tomorrow
- A more productive, logical and satisfying way of getting things done

TARGET AUDIENCE:

Supervisors, managers, administrators and anyone who hopes to become part of an effective, proactive team

INSTRUCTOR:

David Grouchy

David Grouchy has worked as an environmental and civil engineer, land and hydrographic surveyor for private firms, construction companies, cities, counties, state and federal government. He was formerly Director of the Louisiana Local Technical Assistance Program.

Registration Procedure

- 1) Please contact Gail Ikeda at 956-8367, 956-8851 (FAX) or gail@eng.hawaii.edu by **Friday, September 9, 2005**
- 2) Attendance is limited to 60 participants, and preference is given to local government employees.
- 3) Private company participation is on a space available basis at a fee of \$25.

Cancellations

Please contact us if you must cancel your registration or if someone will be substituting for you. Refunds will be made if notice of cancellations is received at least 3 workdays prior to the workshop date.

Parking

Parking for the East West Center is \$4/day. If you would like to receive a parking pass, please contact us by September 9, 2005. Make checks payable to Research Corporation of the University of Hawaii (RCUH) and mail to the address below. Parking fees may be combined with payment of registration fees.

Hawaii LTAP
University of Hawaii
Dept. of Civil & Environmental Engineering
2540 Dole Street, Holmes 383
Honolulu, HI 96822
Attn: Gail Ikeda

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September 20, 2005

East-West Center, Jefferson Hall
Asia Room
1777 East-West Road
8:30 a.m. – 4:30 p.m.

Workshop sponsored by the
**Hawaii Local Technical Assistance
Program**

in cooperation with the
*Hawaii State Department of Transportation
University of Hawaii's Department of Civil
Engineering
and the Federal Highway Administration*

Hawaii Local Technical Assistance Program

University of Hawaii at Manoa
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