

MANAGER/ADMINISTRATOR CORE COURSE

Standards and Training for Corrections Certification Number: 0854-001923

This 80-hour skill-building course was designed by the Board of State and Community Corrections for individuals assigned to manager or administrator positions in a local correctional setting (e.g., probation, juvenile hall, county jail, or city jail) participating in the Standards and Training for Corrections (STC) Program.

First priority is given to STC-eligible managers and administrators who are required to complete the Manager/Administrator Core Course (MAAC) within one year of their first appointment to a manager or administrator position. Experienced managers or administrators who are not required to take the course may also participate in MAAC on a space-available basis.

TOPICS WILL INCLUDE:

- Management and Leadership
- Managing Change
- Defining and Creating Expectations
- Know Your Leadership Style
- Communication/Meetings
- Leaders and Organization Health
- Ethical Leadership
- Succession Planning
- Politics and Budgeting/Mock Board of Supervisors Budget Hearing
- Human Resources
- Presentation Skills
- Media Relations
- Management Perspectives: Lessons Learned

Participants will be given opportunities to apply concepts and skills presented, network with classmates, and share their knowledge and experience. Class discussions and small group presentations will reflect real-world concerns and issues, including the impact of AB109 (the transfer of prisoners from state institutions to local correctional facilities).

DATES/LOCATION: April 1-5, 2013, and May 13-17, 2013 in Roseville, CA (limited to 25 participants).

August 5-9, 2013, and August 26-30, 2013 in Burbank, CA.

FEE: Not to exceed \$1,200.00 per person.

TO APPLY TO ATTEND, call Maril O'Shaughnessy, MAAC Program Manager - (916) 955-5202 (cell).
