

Vendor# 14747

Return to: Bambi Trevino

GL# 01104530

**LUBBOCK COUNTY
TRAVEL AUTHORIZATION & PER DIEM REQUEST**

THE DEPARTMENT DIRECTOR IS RESPONSIBLE FOR SECURING ALL SIGNATURES PRIOR TO TRAVEL. **AN APPROVED TRAVEL AUTHORIZATION MUST BE SUBMITTED TO THE AUDITOR'S OFFICE ACCORDING TO THE ACCOUNTS PAYABLE PAYMENT SCHEDULE TO RECEIVE A TRAVEL ADVANCE.** AGENDAS, BROCHURES, FLYERS, OR OTHER SUPPORTING DOCUMENTS MUST BE ATTACHED.

NAME: Trevino Bambi DATE: 04/24/2024
Last First

DESTINATION(CITY,STATE): San Francisco, California

PURPOSE: Successfully Managing People Seminar

TRAVEL DATE(S): 08/14/2024 to 08/17/2024

Per Diem requested by the 22nd day of July, 2024.

5 # of Breakfasts @ \$15.00 per meal = \$ 75.00

5 # of Lunches @ \$16.00 per meal = \$ 80.00

4 # of Dinners @ \$30.00 per meal = \$ 120.00

Total Advance = \$ 275.00

Org: 550300 Object: Travel and Training

I hereby request authorization to travel outside Lubbock County on official business as detailed above. I have read the Lubbock County Travel Policy and will follow that policy for travel and in making requests for advancement and reimbursement of expenses. I understand that I must submit a travel expense form within ten days of returning from this travel or the full advance will be deducted from my next paycheck.

[Signature] 4/24/2024
EMPLOYEE SIGNATURE DATE

I hereby certify the above-requested travel for official Lubbock County business is directly related to this department's operations. There are sufficient unexpended funds in the current budget line item to cover all reimbursable expenses incurred. **Agendas, brochures, flyers, and supporting documents are attached and 0 meals are included in the registration fee and will not be reimbursed.** Please issue a travel expense advance if requested.

[Signature] 4/24/24
DEPARTMENT DIRECTOR DATE

APPROVAL FROM TWO (2) MEMBERS OF THE COMMISSIONERS' COURT:

SIGNATURE DATE

SIGNATURE DATE

NOTE: ALL SIGNATURES ARE REQUIRED FOR TRAVEL AND/OR PER DIEM ADVANCES. FAILURE TO FILL OUT THE FORM CORRECTLY OR PROVIDE PROPER DOCUMENTATION MAY CAUSE A DELAY IN TRAVEL AUTHORIZATION AND PER DIEM ADVANCES.

Trevino, Bambi

From: Felici, Colleen <cfelici@amanet.org>
Sent: Wednesday, April 24, 2024 11:37 AM
To: Trevino, Bambi
Subject: Successfully Managing People, August 15-16, 2024
Attachments: 2295_12-23_outline.pdf

02295-02895
Successfully Managing People
August 15-16, 2024

AMA San Francisco Center
780 Mission Street
San Francisco, CA 94103
(415) 442-6770
<https://www.amanet.org/seminar-locations/san-francisco/>

Registration Opens at 8:30am
Lunch Break about Noon
Comfort Breaks both morning and afternoon

Date	Time
Thursday, 08/15/2024	9:00 AM to 5:00 PM
Friday, 08/16/2024	9:00 AM to 4:30 PM

I'd be happy to help with registration at your convenience.

Best regards,

Colleen Felici

Director, Customer Service

P (518) 891-1500 ext.2422

E cfelici@amanet.org | www.amanet.org

600 AMA Way | Saranac Lake | 12983, USA



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American Management Association's Successfully Managing People

Learning Objectives

- Appreciate How the Role of Manager Has Changed in Today's Organizations
- Recognize the Role of Values in Managing People
- Describe the Importance of Ethical Leadership
- Identify How Your Organization's and Workgroup's Culture Shapes the Behavior of the People You Work With
- Assess Your Management and Personal Style and Adjust It to Different Situations
- Adopt the Approach Needed to Motivate Different Types of People
- Communicate Effectively with Those You Manage
- Apply the Principles of Emotional Intelligence to Achieve Greater Effectiveness
- Use Feedback to Improve Performance and Manage Difficult Employees

Being a Manager in Today's Organization

- Recognize How Economic and Social Trends Have Changed the Manager's Role
- Define "Successfully Managing People"
- Discuss and Illustrate Specific Challenges You Face When Motivating Others in Today's Organization

Organizational Culture and Ethical Leadership

- Define "Values" and Recognize Their Source
- Identify Ways in Which Values Impact Work Life and Productivity
- Identify the Values Conflicts in Yourself, in Others, and in the Organization
- Recognize How Values Inform an Organization's Culture
- Define "Ethics" and Recognize the Manager's Role in Setting Ethical Standards for Employees

Personal Styles: DiSC®

- Determine Your Own Personal Profile (*DiSC® Profile*)
- Gain Insight in to the Strengths and Limitations of Your DiSC® Profile
- Use Behavioral Cues to Determine Others' Personal Styles
- Gain Insight into How to More Effectively Work with Other Personal Styles

Motivating Those You Manage

- Define “Motivation” and Identify the Important Factors in Motivation and Employee Engagement
- Understand Pre-Motivators, Motivators and Demotivators
- Differentiate Between Motivation and Engagement
- Tailor Your Motivational Efforts to Individuals and Situations
- Employ Motivational Strategies to Delegate for Engagement

Delegation

- Identify the Different Delegation Styles, and Recognize How and When to Use the Guidelines
- Evaluate Employees and Situations, and Determine the Appropriate Delegation Style
- Appreciate the Importance of Openness to Trying New Delegation Styles with Employees, as Appropriate

Communication Skills for Managers

- Use Positive Feedback to Improve Employee Commitment and Strengthen the Team
- Effectively Deliver Corrective Feedback
- Deal with Difficult Employees

Emotional Intelligence

- Define “Emotional Intelligence”
- Describe the Competencies of Emotional Intelligence
- Develop a Strategy for Improving Your Emotional Intelligence
- Manage and Adapt the Emotional Behaviors You Exhibit That Impact Your Leadership and the Team Environment
- Integrate Empathy to Promote Strong Relationships