

ESSENTIALS FOR POSITIVE LEADERSHIP AND MANAGEMENT TRAINING

Application for Winter 2026

This in-person and highly interactive training offers tools and tips to address common leadership and managerial challenges in a positive, constructive way. The training is intended to benefit high potential leaders and both new and experienced managers. Different sessions address motivation and engagement, positive coaching and feedback, and handling common challenges such as time management and effectively managing supervisor/supervise relationships.

The training also allows the participants to build a network of supportive peers from other organizations who can be sounding boards to share and discuss leadership and supervisory challenges.

Name (as it should appear on the Certificate of Completion):

Mailing address: _____
Street City State Zip

Phone number: (____) _____ / Cell phone: (____) _____

E-mail address: _____ / personal email _____

Current occupation and name of employer: _____

Employer's mailing address: _____

Current position: _____

How did you hear about the training? _____

How would you most like to benefit from participating in the training? What would you like to learn?

SCHEDULE

Option I:

4 Monday afternoons -- 1:00 -- 4:30 p.m. followed by four Tuesday mornings -- 8:00 -- 11:30 a.m.)

1. January 12 pm and January 13 am
2. March 2 pm and March 3 am
3. March 23 pm and March 24 am
4. April 13 pm and April 14 am

Option II:

(8 Tuesdays afternoons -- 1:00 -- 4:30 p.m.)

January 13, 20 pms, February 3, 10, 17 pms, March 3, 10, 24 pms

Please Pick a Training Option

___ OPTION 1

___ OPTION 2

(Please note: must attend 7 of 8 sessions for Certificate of Completion. A partial absence from a session is considered one absence.)

LOCATION: Santa Fe Woman's Club, 1616 Old Pecos Trail, Santa Fe, NM 87505

COST: \$999.00

Please select a payment option:

I attach a check for this amount _____ to this application form ☐

Please email me an invoice ☐

Please invoice me through PayPal ☐ Name & email: _____

Please email an invoice to my employer ☐ Name & email: _____

PRINTED NAME OF APPLICANT: _____

SIGNATURE OF APPLICANT: _____ DATE: _____