



NCSO 2012 Training Session

Featuring Donna Kazia



DONNA KAZIA, TRAINING COORDINATOR, GOVERNMENT SERVICES, EMPLOYED SINCE MAY 1989.

DONNA PROVIDES TRAINING TO LOCAL GOVERNMENT EMPLOYEES IN THE REGION IN THE AREAS OF SUPERVISORY TRAINING, LEADERSHIP, CUSTOMER SERVICE, SEXUAL HARASSMENT, INTERVIEWING, AND PERSONNEL ISSUES. SHE FACILITATES TEAM BUILDING SESSIONS FOR EMPLOYEES AND ELECTED OFFICIALS AND ALSO CONDUCTS RETREATS WITH ELECTED OFFICIALS AND APPOINTED BOARDS AND COMMISSIONS. DONNA EARNED HER BA FROM MONTCLAIR STATE COLLEGE IN MONTCLAIR, NJ AND HER MPA FROM THE UNIVERSITY OF SOUTH CAROLINA IN COLUMBIA, SC.

“Sitting on a board is not an easy job, the public wants to complain to you and expects you to fix their problems. You have to pass a balanced budget, serve your constituents, plus keep the media, and other elected officials happy. This training is to help you address the basic needs you face on a daily basis, answer your questions, and keep your name off the front pages of the newspaper.”

Schedule For the Day

Saturday, February 11, 2012

- 9:30 am ... Coffee/Donuts/Chit Chat
- 9:55 am ... Welcome/Introduction of Speaker
- 10:00 am Professional Management
(Ignore Rules and See Your Name on the Front Page of the Newspaper)
- 10:45 am .. ADA Obligations and Limitations
A Review of Changes to ADA
- 11:30 am ... Lunch (box lunches provided)
- Noon Freedom of Information Act
*When can you go into Executive Session
Withhold Information from the Press
and other Questions*
- 1:45 pm How to Be an Advocate
*Discussion on how you go about getting
the word out on your organization*
- 2:25 pm Closing Comments

North Charleston Sewer District

The North Charleston Sewer District is delighted to serve as your host for this meeting today. We thank you for joining us as we strive to improve our service to our Districts and to our Communities. Today begins an educational venture that we believe will promote the growth and effectiveness of each of our Special Purpose Districts in the Charleston Area. It is our hope that we can continue to plan for programs of this type in the future.

North Charleston Sewer District

2012 Training Session

A Special Call Just For You



Your Special Call

This is just for you and the other members of your Special Purpose District. Please take a moment of time to look at the program planned for this day. Only a short distance to travel to attend this meeting. See you on February 11, 2012.

North Charleston Sewer District

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