

PRE – CONFERENCE L.T.C. SCHEDULE

WEDNESDAY MARCH 25, 2009 - CAAD is offering two NIAAA Leadership Courses as a prelude to our Annual Conference and will be offered from **3pm-7pm.**

These will be offered at an additional cost

LTC 506 Athletic Administration: Legal Issues II -Title IX, Sexual Harassment **

Instructor – Jeanne Cooper

This course has in-depth coverage of compliance issues regarding Title IX and gender equity in an interscholastic athletic program, including the methodology for a school to perform a Title IX self-audit, and in-depth coverage of the issues and strategies related to the development of an effective policy for the prevention of sexual harassment in an interscholastic athletic program.

OR

LTC 608 Athletic Administration: Management Strategies and Organization Techniques **

Instructor – Joe Velardi

This course is designed to inform athletic administrators how to more effectively organize and manage their time, apply time management principles, be more productive and have balance to life. Instruction will focus on 12 key components and strategies, including proven techniques and tips to teach participants how to: Set Goals and Priorities, Plan for Results, Organize for Success, Process Paperwork, Delegate Effectively, Eliminate Time Wasters, Enhance Decision-Making, Make Meetings Productive, Conquer Procrastination, Utilize Technology, Communicate Effectively and Reduce Stress.

**** Optional Dinner following Course with open social hour**

L.T.C. REGISTRATION FORM - MARCH 25, 2009

Name _____ Title _____

School _____ Address _____

City _____ State _____ Zip Code _____ Telephone _____

Circle one: **LTC 506** OR **LTC 608**

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| 1. | LTC Registration ONLY- CAAD Member | \$100.00 _____ |
| 2. | LTC Registration ONLY- Non-CAAD member | \$175.00 _____ |
| 3. | Optional Dinner Following Course | \$30.00 _____ |
| 4. | TOTAL ENCLOSED FOR LTC | _____ |

Make checks payable to CAAD. Mail to: Judy Sylvester, CAAD, 30 Realty Drive, Cheshire, CT 06410

NOTE: THIS IS NOT THE CONFERENCE REGISTRATION FORM