

**PLEASE SEND COMPLETED FORM TO  
OD&T, EXTENDED ZIP 0046 OR FAX TO 408.924.1784  
QUESTIONS?**

Please call OD&T at 408.924.2141

**REGISTRANT INFORMATION**

\_\_\_\_\_  
Employee ID Number

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Address or Extended ZIP

\_\_\_\_\_  
Business Phone

\_\_\_\_\_  
Email

If you have a disability that requires auxiliary aids during the seminar, please specify:

\_\_\_\_\_

**ELECTIVE COURSE REGISTRATION**

Please register me for the seminar(s) checked below.

- |   |   |   |   |
|---|---|---|---|
| <input type="checkbox"/>  | <input type="checkbox"/>  | <input type="checkbox"/>  | <input type="checkbox"/>  |
| Friday, June 27<br>Clark Hall 547<br>9:00—5:00<br>Business Problem Solving        | Friday, August 29<br>Clark Hall 547<br>9:00—5:00<br>Coaching Skills & Tools for Leaders | Friday, October 24<br>Clark Hall 547<br>9:00—5:00<br>Constructive Conflict Management | Friday, November 21<br>Clark Hall 547<br>9:00—5:00<br>Legal Issues of Supervision |
| <input type="checkbox"/>  | <input type="checkbox"/>  | <input type="checkbox"/>  |   |
| Friday, February 27<br>Clark Hall 547<br>9:00—5:00<br>Hands-On Project Management | Friday, April 24<br>Clark Hall 547<br>9:00—5:00<br>Time Management For New Leaders      | Friday, June 26<br>Clark Hall 547<br>9:00—5:00<br>Leading & Motivating Employees      |   |

**Eligibility:** MPP First Year Experience (FYE) Elective courses may be taken for credit toward the MPP Core Competency Certificate or individually, if the participant does not wish to obtain the Certificate. Elective courses are open to all MPPs, regardless of their tenure on campus. **Cancellation Policy:** If cancellation should be necessary, written or email notification to Organizational Development & Training (OD&T) is required five (5) business days prior to the day of the course. If you find that you cannot attend, and it is less than five (5) business days before the start of the course, you may send a replacement. **Administration:** Elective courses are administrated through either the SJSU International & Extended Studies Department (IES) or through a third party vendor. Each elective course is equal to .7 Continuing Education Units (CEUs). **Confirmation of registration:** Participants will receive a confirmation of attendance via email within one (1) business day of registration request receipt. Please call if a confirmation is not received within this timeframe.