



**REGISTRATION FORM**

**NIAAA LEADERSHIP TRAINING COURSE LTC 608**

**TUESDAY, MARCH 26, 2019**

**3:30PM -7:30PM**

**Resort and Conference Center at Hyannis  
35 Scudder Ave.  
Hyannis, MA. 02601**

**MSSADA Members \$125  
Non-Members \$150**

**LTC 608**

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

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.

***MAKE CHECKS PAYABLE TO MSSADA:***

**Mail check and registration form to:**

*Karrah Ellis  
36 Richard Avenue  
Shrewsbury, MA 01545*

NAME \_\_\_\_\_

SCHOOL \_\_\_\_\_

E-MAIL \_\_\_\_\_ PHONE \_\_\_\_\_

\*\*\*\* Registrations – *along with a school or personal check* – must be received no later than **Friday – March 15, 2019.** Registrants after this date may have to wait to receive a textbook. **PO'S WILL NOT BE ACCEPTED**\*\*\*\*