

# HOW TO BE A BETTER MANAGER

(IN-PERSON ONLY)



The workshop is designed to help participants become a better manager—or if just starting in the manager position, to provide guidelines and suggestions on how to be successful.

Topics covered include planning and organizing, budgeting, personnel and communication issues, dealing with difficult people, dealing with legislators, consensus building and stress management. This is an interactive workshop that allows and encourages actual situations from the instructor and the student.

Various forms and examples are provided to help the participant develop a procedure manual for the assessment office.

## CLASS INFORMATION

**Date:** September 1, 2026

**Location:** TAAD Headquarters (*address below*)

**CEs:** TBD

**Registration deadline:** August 25, 2026

**Hours:** Class 8:30 am to 5pm CST

**Instructor:** Kara Endicott, CAE, RES, AAS, RMA

## REGISTRATION INFORMATION

*Registration substitutes are available from employee to employee (at same district) at no charge. Transfer from event to event and/or member account credit to use for future events is not available.*

Name \_\_\_\_\_ TDLR number \_\_\_\_\_

Jurisdiction \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Phone number \_\_\_\_\_

Email address \_\_\_\_\_

## REGISTRATION FEES

*Registration fees must reflect current membership status.*

\$175 TAAD Member  
District

\$200 TAAD Affiliate or  
Associate Member

\$250 Nonmember

## CANCELLATION/REFUND POLICY

Requests for refunds must be in writing and submitted by August 25, 2026; a \$75 cancellation fee will be deducted. No refunds for cancellations after August 25, 2026.

**Please complete the registration form & return along with payment to:**

TAAD | 7700 Chevy Chase Drive; Bldg. One, Suite 425 | Austin, TX 78752-1558

*To pay by credit card, please visit [www.taad.org](http://www.taad.org).*

TAAD Office Use Only	
Date:	_____
Ck #:	_____
Amt:	_____
DB:	_____