

FROM THE BOOTS UP: BUILDING 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: 0.5 (TDLR does not give CE credit for the topic of managerial skills. This seminar touches on USPAP; thus, the 0.5 CE.)

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.

TAAD Office Use Only

Date: _____

Ck #: _____

Amt: _____

DB: _____