



ESSEX COUNTY HIGHWAY ASSOCIATION

TRAINING FOR DPW BUSINESS/ADMIN OFFICES



Thursday: October 19, 2017, 9am—2pm
Essex Technical High School
565 Maple Street, Middleton, MA
Registration ~ \$20 each

AGENDA
8:30 *Registration & Continental Breakfast*
9:00 *“Creating the Respectful Workplace”*
10:30 *Break*
10:45 *“Dealing with Difficult People”*
Noon *Lunch will be provided*
1:00 *Round Table Discussions*
2:00 *End of training*

REGISTRATION & PAYMENT:
Please make checks payable to **ECHA**.
Fax or e-mail registration by October 13th
to 978-623-8799 or sgerraughty@andoverma.gov
Send payment to:
ECHA—Fall Training
c/o Andover DPW, 397 Lowell St. Andover, MA 01810

Questions? Please contact:
Sandy Gerraughty(978) 623-8721
sgerraughty@andoverma.gov

Please complete information (Class size limited to 60)

Name: _____ Title: _____
Name: _____ Title: _____
Name: _____ Title: _____
Name: _____ Title: _____
Name: _____ Title: _____

Employer or Bill To: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____
E-mail: _____

For ECHA use only:
