



# CAPITAL AREA LIBRARY ASSISTANTS (CALA)



## WINTER "LUNCH AND LEARN" WORKSHOP and CLOTHING DRIVE TO BENEFIT *DRESS FOR SUCCESS ALBANY*

# Leadership and Management Skills

Presented by  
**Evelyn Butrico**, Director  
East Greenbush Community Library

In order to have an effective and healthy workplace it is important to have both leaders and managers. Which are you? In this presentation we will discuss the differences between leaders and managers and the skills required to make good ones. Bring your lunch; we will provide coffee, tea and cookies. *Please also join us in supporting Dress for Success Albany by bringing a new clothing item or monetary donation to the workshop. Please consult the Dress for Success Albany website at [http://www.dressforsuccess.org/supportdfs\\_donate\\_clothing.aspx](http://www.dressforsuccess.org/supportdfs_donate_clothing.aspx) for appropriate clothing donations. We will deliver all the donations we receive to Dress for Success Albany on behalf of our CALA membership. Hope to see you there!*

**DATE:** Monday, January 25, 2010

**TIME:** 12:00 – 2:00 pm

**PLACE:** Capital District Library Council (CDLC)  
28 Essex St., Albany, NY

**COST:** \$5.00; registration fee payable in advance or at the door. Cash or check accepted.  
*Please make check payable to: CDLC*

**ADVANCE REGISTRATION DEADLINE:** January 20, 2010

**QUESTIONS? PLEASE CONTACT:** Kathy Corbett, Capital District Library Council  
Phone: 518-438-2500  
Fax: 518-438-2872  
Email: [kcorbett@cdlc.org](mailto:kcorbett@cdlc.org)

**PLEASE REMEMBER TO BRING YOUR NEW CLOTHING ITEM OR MONETARY DONATION FOR OUR DRESS FOR SUCCESS ALBANY CAMPAIGN. THANK YOU!**

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### REGISTRATION FORM

Make checks payable to CDLC and send completed form to **Kathy Corbett, Capital District Library Council, 28 Essex St., Albany, NY 12206** or via CDLC Courier. **Full payment must accompany this form. Advance Registration deadline is 1/20/10. Confirmation will be sent by email. Receipt and/or proof of attendance available day of workshop.**

**Name:** \_\_\_\_\_ **Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_