

2005 POPAI Management Institute

POPAI proudly announces the 2005 Management Institute to be held on February 21st and 22nd, 2005 at the Sheraton Indianapolis Hotel, Keystone at the Crossing. This training opportunity, developed by the POPAI Chief's Committee, will provide probation managers (CPO's, Assistant CPO's and Supervisor PO's) with hands on training in the areas of personnel and management related issues. The training is designed to provide attendees with a toolbox of information containing ideas on thinking like an executive/leader/manager. The focus will be to provide participants with general knowledge related to basic responsibilities involved in being an effective probation administrator.

TOPICS

Administration Standards.... Personnel Issues.....Human Resources.....Employment Law..... New Trends in Probation..... Community Corrections.... Networking and Resources.....

LODGING

Lodging is on your own; however, a block of rooms has been reserved at the Sheraton Indianapolis Hotel, Keystone at the Crossing in the amount of \$83 per night (excluding applicable taxes, so bring a tax exempt form with you). **A block of rooms will be held until Friday, January 21st.** Free parking is available in the hotel garage. Please contact the hotel directly to reserve your room at 1-888-627-7814. Mention POPAI for the special rate.

Sheraton Indianapolis Hotel is located at off I-465 West at Keystone at the Crossing. Fine restaurants and shopping are all within walking distance.

Who Should Attend?

Chief Probation Officers, Assistant Chief Probation Officers and Supervisor Probation Officers are invited to attend.

Cost

\$150.00 for POPAI Members
\$175.00 for non-members (POPAI will include a 2005 membership if desired).

**As an added bonus, management institute attendees may stay and attend the 2005 CPO Summit on February 23rd, 2005 at no additional cost!*

2005 Management Institute Registration Form

Name: _____

Title: _____

Department: _____

Address: _____

Phone#:() _____

E-mail address: _____

Registration Fee:(Vouchers Accepted)

___ \$150.00 for paid 2005 POPAI members.

___ \$175.00 for non-paid members (includes a 2005 POPAI Membership if desired)

Method of Payment

___ Check Enclosed

___ Claim Voucher

*Questions? Contact Susan Rice at:
(765) 469-1593 or srice@peru.k12.in.us*

Please send Registration Form and mail with payment to:

**Susan Rice, CPO
Miami County Probation
25 Court Street
Peru, Indiana 46970**

Claim Vouchers Accepted

Registration Deadline is Friday, February 4th