

WHO SHOULD ATTEND

Records managers and supervisors.
Management.

Upon registering, you'll receive a link to join the webinar with instructions. Check your junk mail folder in case you don't see it. Register at policerecordsmanagement.com

OVERVIEW

In this 2-hour live presentation you will learn how to correctly calculate how many personnel are needed in your Records Unit. Using a detailed staffing model based on quantity and time measurements of work tasks, this data driven approach reveals true staffing needs.

Topics include:

- Organizational structure (priority vs. function)
- Work schedules
- Cross-training
- Inventorying all work tasks
- Calculating staffing levels

REGISTRATION INFO

Checks and credit cards accepted. Cancellations must be made 5 days in advance to receive a refund. Otherwise, a credit will be provided for other dates or courses.

Checks should be made payable to: PRI Management Group
299 Alhambra Circle, Ste. 316
Coral Gables, FL 33134



COST: \$79
PER PERSON

DATES

- October 7, 2021
- February 2, 2022

Note: please check our website for the latest course dates.

"I have attended other records management seminars in the past and this one was far above any of the others. Thanks for a great class."

– Avon Park PD