



NIGA Seminar Institute
Commissioner Certification Training
Master AGENDA
March 25 - 27, 2020
San Diego, CA

Wednesday, March 25

8:00 AM - 9:00 AM	Breakfast to be provided
9:00 AM - 10:30 AM	Welcome and Class Expectations <i>Billy David Bo-Ca-Pa & Associates</i>
10:30 AM - 10:45 AM	Break
10:45 AM - 12:30 PM	What Kind of Leader Am I and Who am I Leading? <i>Billy David Bo-Ca-Pa & Associates</i>
12:30 PM - 2:00 PM	Lunch Break
2:00 PM - 3:15 PM	Enhancing Your Problem-Solving Skills <i>Jeff Connors, Director of Sales INTELITY</i>
3:15 PM - 3:30 PM	Break
3:30 PM - 5:00 PM	Essential Communication Skills for Leaders <i>Billy David Bo-Ca-Pa & Associates</i>

Thursday, March 26

8:00 AM - 9:00 AM	Breakfast to be provided
9:00 AM - 10:30 AM	Inspiring You, Your Team and Your Organization <i>Billy David Bo-Ca-Pa & Associates</i>
10:30 AM - 10:45 AM	Break
10:45 AM - 12:30 PM	Building Effective Teams in Your Organization <i>Jeff Connors, Director of Sales INTELITY</i>
12:30 PM - 2:00 PM	Lunch Break
2:00 PM - 3:15 PM	Understanding the Transformation of Leadership and Why Sometimes It's Harder Than It Seems <i>Billy David Bo-Ca-Pa & Associates</i>
3:15 PM - 3:30 PM	Break
3:30 PM - 5:00 PM	Time Management and Why It's Important Practice

Friday, March 27

8:00 AM - 9:00 AM	Breakfast to be provided
9:00 AM - 10:30 AM	Work Life Balance: Keys to Success
10:30 AM - 10:45 AM	Break
10:45 AM - 12:15 PM	Putting It All Together: Leading for Personal and Work Success

Please plan to stay for the entire class on each day to get your certificate of completion.
Please be on time for sessions