



Georgia Association of Chiefs of Police

19th Annual Administrative Staff Seminar

Brasstown Valley Resort – Young Harris

August 29th – August 31st, 2012

Be sure to send your administrative staff and secretarial personnel to this seminar with training developed exclusively for them and their unique and demanding responsibilities.

Training Topics for this Year's Seminar Include:

- Jostling – How to Work with Difficult People During Tough Times
- Emotional Survival After a Loss in the Cop-Family
- 2012 Georgia Peace Officer Standards (POST) Update
- Effective Communication for the Administrative Staff Professional

Lodging:

Brasstown Valley Resort
6321 Highway 76
Young Harris, Georgia 30582
800-201-3205

\$119.00 + taxes per night – *Complimentary Self-Parking*

Special Room Rate is also available on:

Tuesday, August 28th, Friday, August 31st and Saturday, September 1st

Ask for the GACP Administrative Staff Seminar rate when making Reservations
Cut-off date for making room reservations is July 23rd

Seminar Cost:

\$205.00 per person (Includes all training materials, two lunches, coffee/refreshment/snack breaks & dinner Thursday evening)

Breakfast is Available in the Main Dining Room for a Nominal Fee

Administrative Staff Seminar Schedule:

Wednesday, August 29th

11:30am – 12:00pm Registration

12:00pm – 1:00pm Lunch

1:00pm – 4:00pm Training

Thursday, August 30th

9:00am – 12:00pm Training

12:00pm – 1:00pm Lunch

1:00pm – 4:00pm Training

Friday, August 31st

9:00am – 12:00pm Training

12:00pm – Seminar Ends

All training to take place at the Brasstown Valley Resort

The cost of the group dinner on Thursday, August 30th is included in the registration fee

Registration for this seminar is open until August 17th. Registrations received after August 17th, or registrations done on-site will incur a \$25.00 late fee. Participants who register, but who do not attend, will be billed as "no shows." No refunds after August 17th.

12 Hours of P.O.S.T. Credit will be awarded, but it will **NOT** qualify as Chiefs Executive/Management Level Training.

Mail or fax this registration form to:

Georgia Association of Chiefs of Police
Attn: Administrative Staff Seminar
3500 Duluth Park Lane, Suite 700
Duluth, Georgia 30096
Fax Number: 770-495-7872

Name: _____	“19th Annual Administrative Staff Seminar”
Title: _____	Brasstown Valley Resort – Young Harris
Agency: _____	August 29 th – August 31 st , 2012
Address: _____	
City: _____ Zip: _____	Print the name you would like for your nametag: _____
Phone: _____	
Fax: _____	Okey # (if applicable) _____
E-Mail: _____	
GACP is authorized to use VISA or MASTERCARD	Check Enclosed: _____ Check # _____
Account # _____	Agency Check to Follow: _____ (Yes/No)
Cardholder’s Name: _____	Registration Fee: \$205.00
Expiration Date: _____	Late Fee: \$25.00
	Total amount: _____
Signature of Cardholder: _____	

For more information, contact GACP Training Director Paul Maharry, at 770-495-9650
or email training@gachiefs.com

For Directions and Information About Brasstown Valley Resort
Visit Their Homepage at: <http://www.brasstownvalley.com/>