Bureau of Development Services Director Paul Scarlett's Calendar Week of May 21 - May 27, 2007 Wednesday Monday Tuesday Thursday Friday 8:30 - 9:15 7:30 - 9:00 8:30 - 9:15 8:30 - 12:30 Vacation Code Services Staff Doughnuts for Diversity Assistant to the Director Module 5: Performance Management 10:00 - 11:00 9:00 - 10:00 9:30 - 11:00 1:30 - 2:00 Customer Service Inspections Section Inspections Manager Fee Increase Ordinance at Manager City Council Manager 11:00 - Noon 2:00 - 4:45 10:00 - 11:00 11:00 - Noon Commissioner of Public **Professional Development** Inspections Manager Interviews Safety 1:00 - 5:00 11:00 - Noon 2:00 - 2:45 Module 6: When **Executive Assistant** Administrative Manager Coaching is Not Enough 2:00 - 2:30 2:45 - 3:00 Interview Prep LMC Co-Chair and Facilitator

3:00 - 5:00

Interviews

3:30 - 4:00

Administrative and

Inspections Managers 4:00 - 4:30 Administrative Manager