

CLASS AGENDA

Tuesday, October 23, 2018

- 7:30 Registration/Coffee and Light Refreshments**
- 8:00 Welcome** (Jason Meyers and Jeff Fisher)
- 8:15 Introductions/Class Orientation** (Larry Frevert)
- 8:30 Public Works Supervision** (Chuck Williams)
- Review of the Basics
 - Organizational Culture
- 9:30 Break**
- 9:45 Fundamentals of Government** (Bill Ebel)
- The Three Branches of Government
 - Public Works Role in Local Government
- 10:45 Roles of Local/State/Federal Legislative-Executive Bodies** (Bill Ebel)
- Form and Function of Local Government
 - State and Federal Agencies
 - City/County/Regional
- 11:15 Managing Workplace Stress** (Dena Mezger)
- What are Stressors and Coping With Them
- 12:15 Lunch**
- 12:45 Budgeting and Finance** (Tony Hofmann)
- Why We Budget
 - Types of Budgets
 - Financial Planning
- 1:45 Social Media 101** (Kristen Waggener)
- Overview
 - Social Media in Local Government
- 2:45 Break**
- 3:00 Written Communications** (Ann Frame Hertzog)
- Business Letters and Report Writing
 - E-Mail and Text Communications
 - Selling Your Ideas
 - Homework Assignment
- 4:30 Adjourn**

Wednesday, October 24, 2018

- 8:00 Report Evaluation** (Group Exercise)
- Report Presentation and Critique
- 9:45 Break**
- 10:00 Conducting Effective Meetings** (Joe Johnson)
- Managing meetings
 - Setting goals and following through
 - Small vs. large meetings
- 11:00 Equipment and Fleet Management** (Howard Mann and Mark Stinson)
- Planning & Asset Management
 - The Fleet Manager's Role in Public Works
- 12:00 Lunch**
- 12:30 Organizational Assessment** (Keith Duncan)
- Issues and Assessment
 - SWOT Analysis
 - Peer Reviews

- 1:30 Purchasing/Inventory Management** (Bill Billings)
- Purchasing Policies
 - Inventory Management
- 2:30 Break**
- 2:45 Urban Forestry Management** (Alice Hannon)
- Why It's Important
 - Planning, Maintaining and Operating
 - Managing and Funding
- 3:45 Emergency Management** (Bob Hartnett)
- Hazard Mitigation – Risk Assessment
 - Public Works - First Responders and Responsibilities
 - Case Studies
 - Regional, State and Federal Resources
- 4:45 Adjourn**

Thursday, October 25, 2018

- 8:00 Decision Making** (Jeff Fisher)
- Analyzing Alternatives
 - Picking the Best Alternative
- 9:00 Sustainable Materials Management** (Michael Shaw)
- Understanding the Challenges
 - Sustainable Solutions
 - Managing the Program
- 10:00 Break**
- 10:15 Job Interview Techniques** (Mary Jaeger and Michele Biddison)
- Three Phases of Interviews
 - What Can You Ask?
 - Making the Selection
 - Practicing What's Been Learned
- 11:30 The Regulatory Process** (Dennis Randolph)
- Regulatory Agencies
 - Responsibilities and Obligations
 - Your Role
- 12:00 Lunch**
- 1:00 Personal Success – A Key to Public Works Improvement** (Larry Frevert)
- What Is "Grit?"
 - Do You Have Grit?
 - Can You Develop Grit?
- 2:00 Maintenance Managers' Panel** (Shawn Graff, Tony Mesa, Rich Profaizer and Kevin Swearengin)
- 3:00 Break**
- 3:15 Presentation of Certificates and Photos**
- 4:15 Final Adjournment**