

# Public Works Essentials

	TUESDAY – March 4, 2025	
7:30	Breakfast and Registration	
8:00	Welcome, Introductions and Public Works Institute Overview	Toby Rickman
8:30	History and Value of Public Works	Toby Rickman
9:00	Overview of the Public Works Process	Toby Rickman
9:30	Supervisor and Manager Roles and Skills	Delora Kerber
10:30	Forms and Functions of Local Government	Delora Kerber
11:30	Communication	Toby Rickman
12:30	Working Lunch - Agency Partnerships Discussion	Toby Rickman
1:00	Written Communications	Delora Kerber
4:30	Adjourn	

	WEDNESDAY – March 5, 2025	
7:30	Breakfast	
8:00	Supervisor Requirements	Toby Rickman
8:30	Talent Management	John Lewis
9:30	Legal Aspects and Public Works	Toby Rickman
10:00	Liability in Public Works	Panel
10:30	Information Management	Toby Rickman
11:30	Purchasing	Delora Kerber
12:00	Lunch - Emergency Management	Delora Kerber
1:00	Analyzing Employees	Toby Rickman
2:00	Progressive Discipline	Delora Kerber
3:00	Action Planning	John Lewis
3:45	Supervisor's Role in Employee Safety	John Lewis
4:30	Adjourn	

	THURSDAY – March 6, 2025	
7:30	Breakfast	
8:00	Customer Service	Delora Kerber
9:00	Infrastructure Asset Management	John Lewis

10:15	Project Management	Delora/Toby
11:45	Sustainability	Toby Rickman
12:30	Lunch - Sustainability exercise	Toby Rickman
1:00	Working with Consultants	John Lewis
2:15	Develop Operations presentations	Toby/Delora
5:00	Adjourn	

	<b>FRIDAY – March 7, 2025</b>	
7:30	Breakfast	
8:00	Presentations on Transportation, Right of Way, Solid Waste, Emergency Management, Facilities and Grounds, Storm Water, Water, Sewer, Fleet	Delora/Toby
11:30	Lunch	
12:00	Finish presentations	Delora/Toby
1:30	Class Evaluation / Awarding of certificates and plaques	Toby/Delora
2:00	Adjourn	