

Northwest Public Works Institute
Leadership Skills Agenda
November 2-5, 2021

Start Time	Tuesday November 2, 2021	Instructor
7:00 AM	Breakfast	
7:30 AM	Registration	John O.
8:00 AM	Welcome and Introductions	John O.
8:40 AM	The Public Works Institute Overview	John O.
8:50 AM	Overview of the Public Works Process	John O.
9:05 AM	The Ideal Director & role of Public Works	John O.
9:20 AM	The leadership exercise	John O.
9:30 AM	<i>Role of Staff</i>	John O.
10:10 AM	Career Self Assessment	John O.
10:20 AM	People Skills	John O.
10:30 AM	Understanding Unrepresentative Samples	John O.
10:45 AM	Basic Personality Types	John O.
11:50 AM	The Survivor Personality	John O.
12:00 PM	<i>Lunch</i>	
1:00 PM	Managing Your Energy	Jeanne
1:35 PM	Effective Meeting Strategies	Jeanne
1:45 PM	Successful Hiring/ Training	John O.
2:05 PM	Theories/Employee Motivation/Supervision	Jeanne
3:30 PM	Employee Evaluation	Jeanne
4:00 PM	Coaching and Counseling	Jeanne
5:00 PM	Adjourn	
 Wednesday November 3, 2021		
7:00 AM	Breakfast	
8:00 AM	Teams that Work	Jeanne.
9:30 AM	Working with Unions	Dan
10:00 AM	Council Relations	Dan
11:00 AM	Regulatory Agencies	John O.
11:20 AM	Customer Service	Dan
12:00 PM	<i>Lunch</i>	
1:00 PM	Customer Service continued	Dan
2:00 PM	Public Involvement/Citizen Relations	Eric J.
3:00 PM	The Media	Eric J.
4:45 PM	Adjourn	

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Start Time	Thursday November 4, 2021	Instructor
7:00 AM	Breakfast	
8:00 AM	Overview of Management Systems	John O.
8:30 AM	Strategic Planning & Case Studies	John O.
10:00 AM	Organizational Theory	John O.
10:15 AM	APWA Accreditation	Eric J.
10:30 AM	Performance Management/Benchmarking	John O.
10:55 AM	Project Management	Kim Bria
11:45 AM	<i>Lunch</i>	
12:45 PM	Asset Management	Jeanne
1:45 PM	Consultant Management	Kim Bria
2:15 PM	Financial Management Introduction	Dan/John O
2:20 PM	Budgeting	Dan/John O
2:40 PM	General Government Funding	Dan/John O
3:00 PM	Utility Funding	Dan/John O
3:10 PM	Capital Financing	Dan/John O
3:50 PM	Debt Financing/Grant Financing	Dan/John O
4:10 PM	Public And Private Partnerships	Dan/John O
4:20 PM	Contracting, Privatization, Interagency Agreements	John O.
4:30 PM	Understanding Business	John O.
5:00 PM	Adjourn	
Friday November 5, 2021		
7:00 AM	Breakfast	
8:00 AM	Engineering for non-engineers	John O.
9:00 AM	Planning Skills	John O.
10:15 AM	Creating the Future	John O.
12:00 PM	<i>Lunch</i>	
1:00 PM	Class Exercise	John O.
4:00 PM	Self Assessment/Course Assessment	
4:15 PM	Awarding Certificates	
4:30 PM	Final Adjournment	