

PUBLIC WORKS ESSENTIALS-WILSONVILLE, OR

TUESDAY – December 7, 2021				
7:00	-	8:15	Breakfast	
7:30	-	8:15	Registration	Maggie Vohs
8:15	-	9:15	Welcome, Introductions and Public Works Institute Overview	John Ostrowski
9:15	-	10:30	Delegation & Empowerment	Jeff Orlandini
10:30	-	12:00	Communicating with your team/Active Listening/Body Language	Jeff Orlandini
12:00	-	1:00	Lunch	
1:00	-	1:30	Communicating with your team/Active Listening/Body Language continued	Jeff Orlandini
1:30	-	3:30	Performance Management	Jeanne Nyquist
3:30	-	4:00	Safety and the Manager	Jeanne Nyquist
4:00		4:30	Sustainability	Jeanne Nyquist
4:30	-	5:00	Written Communications	John Ostrowski

WEDNESDAY – December 8, 2021				
7:00	-	8:00	Breakfast	
8:00	-	8:45	Overview of Public Works Supervision	John Ostrowski
8:45	-	10:00	Supervision vs. Management	John Ostrowski
10:00	-	11:30	Analyzing Employees	John Ostrowski
11:30	-	12:00	Written Report Critique	John Ostrowski
12:00	-	1:00	Lunch	
1:00	-	3:30	Progressive Discipline	John Ostrowski
3:30	-	5:00	Negotiating Skills	John Ostrowski

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THURSDAY – December 9, 2021				
7:00	-	8:00	Breakfast	
8:00	-	9:15	Fundamentals of Government	Dale Deathridge
9:15	-	10:10	The Law & Public Works	Dale Deathridge
10:10	-	10:40	Purchasing	Kim Bria
10:40	-	11:10	Information Management	Kim Bria
11:10		12:00	The Personnel function	Kim Bria
12:00	-	1:00	Lunch	
1:00	-	1:30	Systems Thinking	John Ostrowski
1:30	-	5:00	Prepare for Operations presentations	Kim Bria/John O.

FRIDAY – December 10, 2021				
7:00	-	8:00	Breakfast	
8:00	-	12:00	Begin presentations on Transportation, Right of Way, Solid Waste, Emergency Management, Facilities and Grounds, Storm Water, Water, Sewer, Fleet	Kim Bria/John O.
12:00	-	1:00	Lunch	
1:00	-	4:00	Finish presentations	Kim Bria/John O.
4:00	-	4:45	Self Assessment/Class Assessment	John Ostrowski
4:45	-	5:00	Awarding of certificates and plaques for those completing entire Institute program	John Ostrowski