

2016 PUBLIC ADMINISTRATOR BOOT CAMP



Planning Association of Washington

“Good Planning Doesn’t Just Happen”

Public Administrator Boot Camp

Friday, May 13, 2016 8:30 AM - 4:00 PM

Sammamish City Hall

Hosted by:



Sponsored by:



Department of Commerce

Audience:

PAW Public Administrator Boot Camp events are skill based courses for public sector leaders from all disciplines focusing on timely issues and professional development.

Introduction:

Leaders lead people. Managers manage process. In today’s workplace we expect individuals to be both. Research has shown that an employee’s relationship with their direct manager/supervisor is the single most important factor in an employee’s engagement. And engaged employees, and engaged teams are more successful and productive. The basics of sound management – clear objective setting, structured performance evaluation systems, honest and open feedback and communication, along with having difficult conversations will all be explored in this one-day Public Administrator Boot Camp event.

Instructors:

Karen Porterfield – Principal at Meta Management Group and Adjunct Faculty Member at Seattle University
Kirsten Koomen – Consultant at Meta Management Group

Fees: \$95 for PAW members \$135 for non-members

Please note [WCIA members](#) are eligible for one reimbursed registration per member. WCIA members must register and **pay PAW first**. Then, **after** the Boot Camps reimbursement can be requested by going to this [link](#) prior to December 16, 2016.

Membership:

To become a 2016 PAW member, please visit <http://www.planningpaw.org/membership/>

Registration:

To register for this event, please visit <http://www.planningpaw.org> or go directly to [Boot Camp registration](#).

Public Administrator Boot Camp

Friday, May 13, 2016 8:30 AM- 4:00 PM
Sammamish City Hall

Draft Agenda:

8:30 – 9:00

Registration

9:00 – 9:15

Welcome and Introductions.....Jeff Thomas

A warm welcome to the inaugural Public Administrator Boot Camp and overview of scheduled PAW events! Presented by Jeff Thomas, PAW Treasurer.

9:15 – 10:30

Situational Leadership.....Karen Porterfield

This section covers the role of a leader; understanding leadership styles; and assessing your leadership style. Setting goals and objectives as well as performance reviews will be explored in this section.

10:30 – 10:45

Break

10:45 – 12:00

Team Building.....Karen Porterfield

Building a strong, willing and committed team takes time and effort, but nothing gives a manager a greater sense of satisfaction and achievement. Covered in this section is the basics of team building and the roles of the team member and the team leader.

12:00 – 1:00

Lunch

1:00 – 2:15

Communication Skills.....Karen Porterfield / Kirsten Koomen

How well a manager communicates with his/her staff determines the team's future success. This section works with participants to strengthen your communication skills; how to give effective feedback; how to motivate when giving bad news and how to improve your conversation control.

2:15 – 2:30

Break

2:30 – 3:45

Dealing with Difficult People.....Kirsten Koomen

A problem, any problem, is the difference between what you have got and what you want. Whenever you think this difference comes about because of someone's actions or behavior, you have what we call a people problem. It does not matter whether you are right or wrong in your thinking; all that matters is that you are aware of a gap between what you have got now and what you want and believe it is being caused by someone's actions. This section will coach participants on managing difficult conversations.

3:45 – 4:00

Wrap up.....Jeff Thomas

A quick wrap up of the day and announcements for upcoming PAW events.

Directions and Map:



From Redmond / SR 520

- Follow Eastbound 520 to the **SR 202 Redmond/Fall City Road Exit**.
- **Turn right** at the end of the exit and follow SR 202 east approximately 2.5 miles to a signalized intersection at Sahalee Way.
- **Turn right** onto Sahalee Way and continue up and over the hill past the Sammamish Highlands Shopping Center.
- Continue approximately one mile beyond the shopping center to the signal at SE 8th Street and 228th Avenue SE.
- **Turn right** into the City Hall parking lot.

From Issaquah / I-90

- From Eastbound I-90, **take exit #15** (Lake Sammamish State Park).
- **Turn left** and go over the freeway onto the Renton/Issaquah Road. This road becomes SE 56th Street.
- Follow past Costco, the Fed Ex depot, and the 76/Brown Bear station.
- At signalized intersection of SE 56th and East Lake Sammamish Parkway, **turn left** onto E. Lake Sammamish Parkway.
- After about a mile, **turn right** at the roundabout onto SE 43rd Way. Continue about 3.5 miles. SE 43rd becomes 228th Avenue SE and continues about 2 miles to a signal at the top of the hill, at SE 8th Street.
- **Turn left** into the City Hall parking lot.

Save the Dates:

2016 PAW Annual Conference

“Planning in an Age of Turbulence: Charting a Course for Success”

Everett: **April 20-22, 2016** at the Everett Holiday Inn Hotel

To register, please proceed to the [PAW 2016 Conference Registration webpage](#) and follow the instructions.

2016 PAW Land Use Boot Camps

Mercer Island: **June 10, 2016** at Mercer Island Community Center

Spokane: **October 14, 2016** location TBD