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:



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 <u>WCIA members</u> 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 <u>link</u> prior to December 16, 2016.

Membership:

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

Registration:

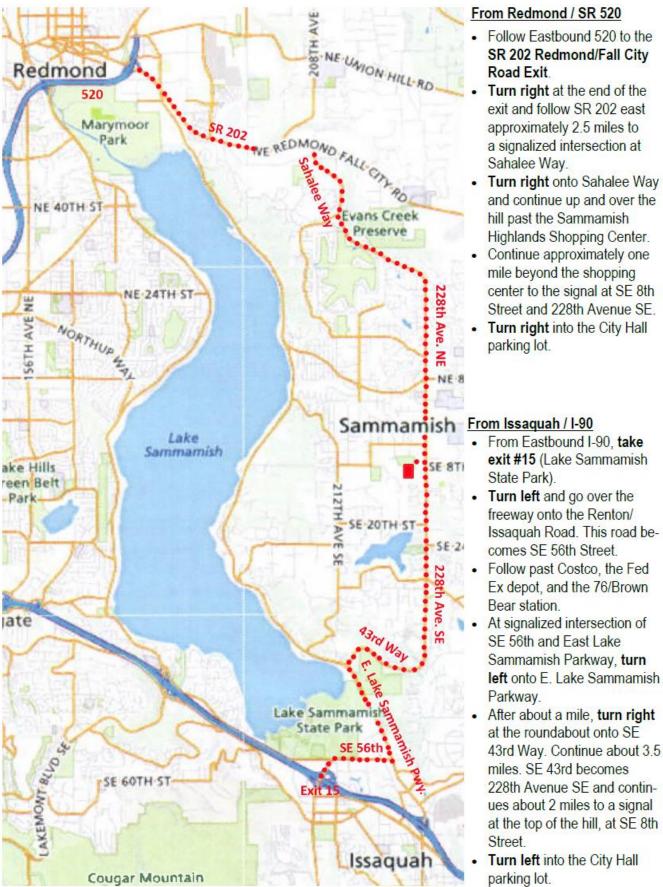
To register for this event, please visit <u>http://www.planningpaw.org</u> or go directly to <u>Boot Camp registration.</u>

Public Administrator Boot Camp

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Draft Agenda: 8:30 – 9:00	Registration
9:00 – 9:15	Welcome and IntroductionsJeff 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 LeadershipKaren 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 BuildingKaren 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 SkillsKaren 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.
3:45 - 4:00	Wrap upJeff Thomas A quick wrap up of the day and announcements for upcoming PAW events.

Directions and Map:



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 <u>PAW 2016 Conference Registration webpage</u> 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