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**APWA SACRAMENTO CHAPTER**

Presents:

**Public Works Institute: Module 4 of 4**  
**“Advanced Management Concepts in Public Works”**  
**November 1-2-3, 2017 (Wed-Thurs-Fri)**

**WHO SHOULD**

**ATTEND:**

This seminar is intended for current and future supervisors, leaders and managers involved in Public Works.

This is a stand alone module. Module 1, 2 or 3 are not pre-requisites for this Module.

**SUBJECT:**

This is Module 4 of four modules in the American Public Works Association’s 90 hour program of instruction in Supervision and Management in Public Works. This program, covering 90 hours of basic and advanced supervision and management over a two-year period was developed by APWA to meet the training needs of municipal utility and public works agencies. The highly affordable program is taught by public works practitioners to public works employees culminates in a PWI Certificate.

**INSTRUCTORS:**

- o **Greg Meyer**, Director of Public Works, City of Woodland)
- o **Mike Kashiwagi, PE** (Retired Director of PW, City of Sacramento)
- o And other **highly experienced local Public Works Officials**

**WHERE:**

**Sacramento Area Sewer Dist. Admin. Office**  
10060 Goethe Rd., Sacramento, CA **(Wed & Thurs)**  
**Dante Club**  
2330 Fair Oaks Blvd., Sacramento CA **(Friday)**

**TIME:**

**Registration: 7:00 – 7:30**  
**Lunch 12:00 – 12:45**  
**Departure 4:30**

**COURSE OUTLINE:** ATTACHED

**COST:**

**\$ 295** for APWA Members (ID# Required) & Public Agency Employees  
**\$ 395** for Non-member employees of private firms (Save \$100 by joining APWA and support your Public Works Career)  
**\$ 50** PWI Course Manual (Recommended, not required – Same Manual for all four courses)  
Cost includes continental breakfast and lunch.

**RSVP by: October 2, 2017 No Walk-ins Allowed.**

**MORE INFO:**

Theron Roschen @ (916) 303-2780  
**Deadline: October 2, 2017**  
Register early – space limited

**FAX REGISTRATION:**

(916) 454-6106  
Attn: Ms. Camille Tyler  
(Include copy of purchase order)

**MAKE CHECKS PAYABLE TO:**

APWA Sacramento Chapter

**MAIL CHECK TO:**

c/o Ms. Camille Tyler  
Sacramento Regional Transit Center  
2811 O Street  
Sacramento, CA 95816

**Pay Online:**

<http://sacramento.apwa.net/>

**TAX ID # 36-2202880**

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## APWA SACRAMENTO CHAPTER

# Advanced Management Concepts in Public Works – Module 4 Course Outline

Public Works Institute  
Module 4: Advanced Management Concepts in Public Works  
November 1-2-3, 2017

### COURSE OUTLINE

#### Wednesday, November 4, 2015

- 7:00 Registration/Coffee and Light Refreshments**  
**7:30 Introduction/Welcome**  
**8:00 Leadership Skills**
- Managing vs Leading
  - Leadership Styles
  - APWA Core Competencies
- 9:00 Career Self-Assessment**
- Developing a Personal Leadership Strategy
- 10:00 Policy Development and Implementation**
- Planning and Public Works
  - Current Trends
  - Growth Management

**11:30 Lunch**

- 12:15 Urban Forestry**  
**1:45 Ethics**
- Illegal vs Unethical
  - Ethical Dilemmas
  - Standards of Conduct
- 3:00 Public Outreach and Relations**
- Public Relations
  - Media Relations
  - Social Media
- 4:20 Daily Assessment & Q&A**  
**4:30 Adjourn**

#### Thursday, November 5, 2015

- 7:30 Emergency Management**
- Emergency Response
  - Damage Assessment
  - Documentation
- 8:45 Creating A Learning Organization**  
**10:00 Community Diversity and Service**
- Cultural Difference Issues
  - Working with Diverse Communities

**11:00 Strategic Planning & Goal Setting**

**12:00 Lunch**

**12:45 System Thinking Within PW**

- Theory and Practice
- Improving Service Delivery

**1:45 Succession Planning**

**3:00 Creating Partnerships**

- Working within DPW
- Working with other Depts.
- Community / Regional

**4:20 Daily Assessment & Q&A**

**4:30 Adjourn**

#### Friday, November 6, 2015

**7:30 Information, Records, & Asset Management**

- Maintaining Public Records
- “Sunshine Laws”
- Asset Management

**8:30 Maintenance Management Systems**

- Equipment Asset Management
- Maintenance Management Systems
- WO Tracking

**10:15 Workplace Safety**

**11:45 Lunch (Chapter Luncheon)**

**1:15 Excellence in Public Works (Panel)**

- Creating Excellence
- Five Lessons I Learned

**3:00 Module Summary**

**3:15 Examination**

**4:15 Presentation of Certificates**

**4:30 Final Adjournment**

ALPINE  
AMADOR  
BUTTE  
CALAVERAS  
COLUSA  
EL DORADO  
GLENN  
LASSEN  
MODOC  
MONO  
NEVADA  
PLACER  
PLUMAS  
SACRAMENTO  
SAN JOAQUIN  
SHASTA  
SIERRA  
SISKIYOU  
SUTTER  
TEHAMA  
TRINITY  
TUOLUMNE  
YOLO  
YUBA

**Subject: Public Works Institute – Advanced Management Concepts in Public Works (Module 4)**

Dear Public Works Agency Leader:

The APWA Sacramento Chapter is sponsoring Module 4 of the APWA Public Works Institute Program (PWI) to the Sacramento region. This program provides three days of in-depth training opportunities for mid-level engineers, maintenance managers, Public Works administrators and future Public Works Managers to sharpen their leadership skills, supervision skills, and technical knowledge to meet the demands in an increasing complex public works program delivery environment. The PWI course, Advanced Management Concepts in Public Works, is scheduled for three days, November 1 – 3, 2017. The course will be taught by local Public Works Agency Leaders and APWA professional technical experts.

APWA has received highly complementary responses from previous attendees who have participated in this course. The key objectives for this course include:

1. Improve supervision, management and leadership skills of attendees to become more effective project or program managers.
2. Increase the working understanding of the various Public Works Agency programs and responsibilities; technology involved' and issues faced by Public Works managers.
3. Work in small groups and network with other public works agency staff member over a three day period.

The end result of this course is provide local public works agencies with employees that will have sharpened supervision, management, and organization skills, increased knowledge of ancillary areas such as budgeting, customer service, development of cooperative partnerships, and a better understanding of the breadth, depth and interrelation of various Public Works Agency and related utility service providers.

Enclosed is a copy of the Module Course outline. Please share it with your employees. It is a great way to show that you value and care about your employees and provides solid educational opportunities to enhance their careers. Classes are limited to 40 participants to maximize opportunities for individual participation. If you have any questions regarding the upcoming course, please do not hesitate to call me at (916) 303-2780 or contact me via e-mail at [troschen@interwestgrp.com](mailto:troschen@interwestgrp.com).

I hope you will take the time to seriously consider participating in this in-depth Public Works training opportunity and the benefits of obtaining the PWI certification for completing all four modules to your career.

Sincerely,

Theron Roschen, P.E.  
APWA Sacramento Chapter PWI Committee Chairman

**APWA SACRAMENTO CHAPTER**  
Presents:  
**Public Works Institute: Module 4**  
**“Advanced Topics in Public Works Management”**  
**November 1 - 2 - 3, 2017 (Wed-Thurs-Fri)**

**REGISTRATION FORM**

**(ONE FORM PER REGISTRANT)**

**Name:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_

**Agency/Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State/Zip:** \_\_\_\_\_

**Telephone:** (    ) \_\_\_\_\_ **Fax:** (    ) \_\_\_\_\_

**Email:** \_\_\_\_\_

|  |                                 |                               |
|--|---------------------------------|-------------------------------|
| APWA Member and Public Sector Attendees* | \$ 295 <input type="checkbox"/> | Member # _____                |
| Non-Member Private Sector Attendees      | \$ 395 <input type="checkbox"/> | *Or member of a public agency |
| Course Manual                            | \$ 50 <input type="checkbox"/>  |                               |
| <b>Total:</b>                            | <b>\$</b> _____                 |                               |

*Make check payable to APWA Sacramento Chapter*

**Mail, Fax, or Email Registration to:**

Ms. Camille Tyler  
Sacramento Regional Transit District  
2811 “O” Street  
Sacramento, CA 95816

**Fax Number:** (916) 454-6016

**Email:** CTyler@sacrt.com