



**APWA SACRAMENTO CHAPTER**

Presents:

**Public Works Institute: Module 3**  
**“Public Works Advanced Supervision Skills”**  
**April 4, 5, & 6, 2018 (Wed-Thurs-Fri)**

**MORE INFO:**

Theron Roschen @ (916) 303-2780  
[troschen@interwestgrp.com](mailto:troschen@interwestgrp.com)  
**Deadline: March 1, 2018**  
Register early – space limited

**REGISTRATION:**

Fax (916)454-6016  
Attn: Ms. Camille Tyler  
(Include copy of purchase order)

**MAIL CHECK TO:**

Ms. Camille Tyler  
Sacramento Regional Transit District  
2811O Street  
Sacramento, CA 95816  
[CTyler@sacrt.com](mailto:CTyler@sacrt.com)

**MAKE CHECKS PAYABLE TO:**

APWA Sacramento Chapter

**TAX ID # 36-2202880**

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**Pay Online:**

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

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**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 and 2 are not pre-requisites for Module.*

**SUBJECT:**

This is Module 3 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 area public works practitioners to public works employees, culminating in an APWA Public Works Institute Certificate.

**INSTRUCTORS:**

- **Matt Machado, PE, LS** (Public Works Director, Stanislaus County)
- **Kris Balaji, PE** (Public Works Director, San Joaquin County)
- **Jerry Way**, Class Facilitator (Retired Public Works Director, City of Sacramento)
- And other highly experienced local Public Works Officials

**WHERE:**

**Sacramento Area Sewer District Admin. Office**  
10600 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 4:00 to 4:15**

**COURSE OUTLINE:** ATTACHED

**COST:**

**\$ 295** for APWA Members and Public Works agency employees  
– (ID# required)  
**\$ 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 is used for all four PWI Modules)

Cost includes continental breakfast and lunch.

**RSVP by: March 1, 2018 No Walk-ins Allowed.**



**APWA Sacramento Chapter Public Works Institute  
Module 3: Basic Public Works Management Skills  
April 4, 5 & 6, 2018**

**Course Outline**

**Day One**

- 7:00 Registration/Coffee and Light Refreshments**
- 7:30 Introduction/Welcome (1.5 hrs.)**
- 8:15 Basic Management Skills (1.0 hr.)**
- Organizational theory
  - Understanding line/staff relationships
  - Organizational Design and Development
- 9:15 Break**
- 9:30 General Legal Issues (1.25 hr.)**
- 10:45 Basic Management Skills (cont.) (1.5 Hrs.)**
- Overview of PW process
  - Planning, organizing, etc.
  - Delegation and empowerment
  - Team development
- 12:15 Lunch (45 min)**
- 1:00 Conducting Effective Meetings (1.75 Hrs.)**
- Managing meetings
  - Setting goals and following through
  - Small vs. large meetings
- 2:45 Break**
- 3:00 Presentation Skills (1.5 Hrs.)**
- Presentation basics
  - Homework prep
- 4:30 Adjourn**

**Day Two**

- 7:30 Presentations (1.25 Hrs.)**
- 8:45 Employment Laws (1.0 Hr.)**
- 10:00 Finance and Budgeting (1.0 Hr.)**
- 11:00 Alternative Funding Strategies (1.0 Hr.)**
- Noon Lunch (45 Min)**
- 12:45 Basic Project Management (1.0 Hr.)**
- Managing Expectations
  - On Time, On Budget, High Quality
  - Multi-Project Management
  - Picking Project Managers
- 1:45 CA Multi Agency CIP Benchmark Study (0.50 Hr.)**
- 2:15 Break**
- 2:30 Managing Contracting, Bidding & Construction (1.0 Hr.)**
- Specifying requirements

- Contracting/bidding
  - Managing construction
- 3:30 Managing Consultants (1.0 Hr.)**
- Qualification-Based selection
  - Contracting for services
  - Managing consultant performance

**4:30 Adjourn**

**Day Three**

- 7:30 Asset Management (1.0 Hr.)**
- 8:30 Leveraging Resources w/ other Entities (1.0 Hr.)**
- 9:30 Break**
- 9:45 Date Based Decision Making in Public Works (1.0 Hr.)**
- 10:45 Customer Service (1.0 Hr.)**
- Noon APWA General Session Lunch**
- 1:15 Liability and Public Works (0.75 Hr.)**
- 2:00 Creative Decision Making (0.75 Hr.)**
- 2:45 Break**
- 3:00 Module Summary (15 Min.)**
- Key points
  - Critical skills
- 3:15 Examination (1.0 Hr.)**
- Examination
  - Course Assessment
- 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- Public Works Advanced Supervision Skills (Module 3)**

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

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***“Public Works Advanced Supervision Skills”***  
**April 4, 5, & 6, 2018 (Wed-Thurs-Fri)**

**REGISTRATION FORM**

**(ONE 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