

Municipal Leadership Institute: Leadership Skills to Meet Today's Challenges

Dates/Time

Wednesdays, February 15, 22,
 and 29, 2012
 1:00 - 4:30 PM

Location

Albright College
 Rockland Professional Center
 Room 148

Instructors

Tim Steinrock, Director,
 Human Resources, Albright
 College

John Kramer, Director,
 Center for Excellence in Local
 Government, Albright College

Program Fees

	Center Sponsors	Others
1-person	\$150	\$180
2-persons	\$275	\$335
3-persons	\$375	\$465

Please make check payable to
 "Albright College"

Registration:

Please return registration form no
 later than February 6, 2012 to:

Center for Excellence in Local
 Government
 Albright College
 PO Box 15234
 Reading, PA 19612-5234
 (610) 921-7278 fax

In striving to maintain essential services for their residents, municipal managers, secretaries, and staff supervisors are seeking to improve productivity with tightening budgets and frequently fewer employees. Within this changing environment, it is critical that staff supervisors assess their leadership skills in order to motivate, guide, and direct their staff members to accomplish their work in the most productive manner.

This three-session leadership training program will enable supervisors to enhance their skills in three key leadership areas –

- reviewing and strengthening their leadership styles, communication skills, and staff relationships
- motivating and guiding staff members in accomplishing their work responsibilities by improving the team environment, and
- reviewing staff performance and conducting effective interviews

Both newly-appointed and veteran staff supervisors will benefit from the presentations, self-assessment, and case studies incorporated into the program. The training focuses on leadership skills applicable to many different departments, including administration, police, fire, public works, codes, recreation, and other municipal offices.

Who should attend: Municipal managers and secretaries, department directors, new and veteran supervisors, and other employees interested in the topic.

Class size: The class size is limited to a maximum of 15 participants on a first-come, first served basis.

Municipal Leadership Institute – Registration Form

To register online, please visit our website at www.albright.edu/localgov

Name:

Municipality:

Title:

Address:

Phone:

Fax:

E-mail Address:

- | | |
|-------------------------------------------------------------------------------------|---------------|
| <input type="checkbox"/> Individuals from a sponsoring municipality/organization | \$150/275/375 |
| <input type="checkbox"/> Individual from a non-sponsoring municipality/organization | \$180/335/465 |
- Please make checks payable to Albright College.

Please check here if you need directions to the meeting facility

If you require additional information, please contact Andrea Weist at (610) 929-6503 or aweist@alb.edu.

Registrants are admitted to events without regard to race, color, age, sex, religion, political affiliation, national origin, or disability.