

First Year Attendees Institute

Sunday, October 4, 2009

5:00 to 7:00 PM

Registration and Reception

Monday, October 5, 2009

7:00 to 8:00 AM

Continental Breakfast / Registration continues

8:00 to 8:30 AM

Welcome Session

8:30 to 11:30 AM

Session A

Introduction to Ethics

Douglas Ziegenfuss, PhD

11:30 to 12:00

IPDP / Journal work

12:00 to 1:00 PM

Luncheon

1:00 to 4:30 PM

Session A

Administration of Meetings

Ruth Hodges Fraser

4:30 to 5:00

IPDP/Journal work

Tuesday, October 6, 2009

7:00 to 8:00 AM

Continental Breakfast

8:00 to 11:30 AM

Session A

Introduction to FOIA

Maria Everette, JD

11:30 to 12:00

IPDP/ Journal work

12:00 to 1:00 PM

Luncheon

1:00 to 2:40 PM

Parliamentary Procedure

TBD

2:50 to 4:30 PM

History of the Municipal Clerk

Ruth Hodges Fraser

4:30 to 5:00 PM

IPDP/ Journal work

Wednesday, October 7, 2009

7:00 to 8:00 AM

Continental Breakfast

8:00 to 11:30 AM

Joint Session

Managing Boards and Commissions

TBD – Dr. Charles Sapp had to cancel

11:30 to 12:00

IPDP/ Journal work

12:00 to 1:00 PM

Luncheon

1:00 to 4:30 PM

Joint Session Institute

Developing Skills to Become a Leader

Landis Faulcon, PhD

4:30 to 5:00 PM

IPDP/ Journal work

Thursday, October 8, 2009

7:00 to 8:00 AM

8:00 to 11:30AM

Continental Breakfast

Joint Session Institute

“If You Could See What I Hear” Communication Skills for Municipal Professionals

Cheryl Foreman

11:30 to 12:00

IPDP/ Journal Work

12:00 to 1:30

Recognition Luncheon

1:30 to 5:00 PM

Joint Session Institute

“Critical Decision or Political Decision?” How Decisions are Made and How They May Effect You

Robert “Bob” Dyer, PhD

5:00 to 5:30 PM

IPDP/ Journal Work

Friday, October 9, 2009

7:00 to 8:00 AM

8:00 to 10:30 AM

Continental Breakfast

Joint Session Institute and Academy

Jay Hollowell presents: “Fundamentals of Project Management Part II, Taking it to the Next Level”

Jay is always entertaining and engaging. He will build on last year’s presentation (refresher materials for all) and help us put a plan in action.

10:30 to 11:00

Wrap Up and Farewell

Second and Third Year Attendees Institute

Sunday, October 4, 2009

5:00 to 7:00 PM

Registration and Reception

Monday, October 5, 2009

7:00 to 8:00AM

Continental Breakfast / Registration continues

8:00 to 8:30 AM

Welcome Session

8:30 to 11:30 AM

Session B

Records Management for Disaster Preparedness

Richard "Dick" Harrington

11:30 to 12:00

IPDP / Journal work

12:00 to 1:00 PM

Luncheon

1:00 to 4:30 PM

Session B

Grammar Without Guilt

Ned Cummings

4:30 to 5:00

IPDP/Journal work

Tuesday, October 6, 2009

7:00 to 8:00 AM

Continental Breakfast

8:00 to 11:30 AM

Joint Session Institute

Budget Management in a Public Environment

Robert "Bob" Dyer, PhD

11:30 to 12:00

IPDP/ Journal work

12:00 to 1:00 PM

Luncheon

1:00 to 4:30 PM

Session B

Mentoring Workshop

TBD MMC and retired MMC volunteers working with Institute students

4:30 to 5:00 PM

IPDP/ Journal work

Wednesday, October 7, 2009

7:00 to 8:00 AM

Continental Breakfast

8:00 to 11:30 AM

Joint Session

Managing Boards and Commissions

TBD Dr. Charles Sapp had to cancel

11:30 to 12:00

IPDP/ Journal work

12:00 to 1:00 PM

Luncheon

1:00 to 4:30 PM

Joint Session Institute

Developing Skills to Become a Leader

4:30 to 5:00 PM
Landis Faulcon, PhD
IPDP/ Journal work

Thursday, October 8, 2009

7:00 to 8:00 AM
8:00 to 11:30AM
Continental Breakfast
Joint Session Institute

If You Could See What I Hear” Communication Skills for Municipal Professionals

11:30 to 12:00
12:00 to 1:30
1:30 to 5:00 PM
Cheryl Foreman
IPDP/ Journal Work
Recognition Luncheon
Joint Session Institute

“Critical Decisions or Political Decisions?” How Decisions are Made and How They May Effect You

5:00 to 5:30 PM
Robert “Bob” Dyer, PhD
IPDP/ Journal Work

Friday, October 9, 2009

7:00 to 8:00 AM
8:00 to 10:30 AM
Continental Breakfast
Joint Session Institute and Academy

Jay Hollowell presents: “Fundamentals of Project Management, Part II taking it to the Next Level”

Jay is always entertaining and engaging. He will share the basics of effective project management and make us understand that it can be done and you can have fun doing it!

10:30 to 11:00
Wrap Up and Farewell

Academy Attendees

Tuesday, October 6, 2009

5:00 to 6:00 PM

Registration

Wednesday, October 7, 2009

7:30 to 8:30 AM

Continental Breakfast / Registration continues

8:30 to 9:00 AM

Welcome Academy

9:00 to 12:00

The Managerial Experience – Taking it to the Next Level

Jay Hollowell

12:00 to 1:00 PM

Luncheon

1:00 to 4:00 PM

Getting the Public Engaged in Municipal Process

4:00 to 5:00 PM

Academy IPDP/ Journal work

Thursday, October 8, 2009

7:30 to 9:00 AM

Continental Breakfast

9:00 to 12:00

Managing Change and Managing Staff in a Municipal Environment

Landis Faulcon

12:00 to 1:30

Recognition Luncheon

1:30 to 4:30 PM

Municipal Clerks as Public Administrators

Landis Faulcon, PhD

4:30 to 5:00 PM

IPDP/ Journal Work in session or on your own

Friday, October 9, 2009

7:00 to 8:00 AM

Continental Breakfast

8:00 to 10:30 AM

Joint Session Institute and Academy

Jay Hollowell presents: “Project Management, Part II Taking it to the Next Level“

Jay is always entertaining and engaging. He will share the basics of effective project management and make us understand that it can be done and you can have fun doing it!

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Wrap Up and Farewell