



**Northern Illinois University's
Division of Public Administration
and Center for Governmental Studies**

2014 Illinois Township Management Academy

The Illinois Township Management Academy offers an opportunity for township professional staff in Illinois to participate in four professional management workshops. The four workshops will take place at NIU's Naperville Campus, 1120 East Diehl Road, Naperville, IL 60563. Directions can be found at <http://www.niu.edu/visit/maps/regional/index.shtml>. The workshops are scheduled on **Thursday, October 23 and Friday, October 24**. Two workshops will be offered each day; one in the morning (9:00 am-12:00 pm) and one in the afternoon (1:00 pm-4:00 pm).

Continental breakfast will be provided. Lunch is also provided for each participant who attends both workshops on the same day.

Participants who enroll in all four workshops will receive a *Certificate of Completion* and will receive a discounted rate. Participants will also have the opportunity to earn CEU credits. All materials will be provided in class or emailed prior to the workshop date.

For information about the workshops, call **815-753-2205** or e-mail zeem@niu.edu. For registration information, call **815-753-7574** or e-mail jbollie@niu.edu.

Thursday, October 23, 2014

8:50 am – 9:00 am

Program Introduction

9:00 am – 12:00 pm

The Life Cycle of the Employee

Janelle Crowley

This presentation will include the challenging conversations that take place with employees throughout the life cycle of employment. The program will provide the "must use" questions that employers should ask before, during, and after the job interview; onboarding; coaching; mentoring; performance evaluations, and the crucial final step through transition. In order to enhance the three-hour program, elements of crucial conversations will be infused into the content of the program.

1:00 pm – 4:00 pm

Strengthening Relationships with Government and Community Partners

Eric Zeemering

Townships are well positioned to benefit from partnerships with other local governments, with non-profit organizations, and with other community partners. This program will frame local government partnerships as relationships that must be developed and carefully maintained in order to provide the benefits sought by the participants. Drawing on over two hundred interviews with local government officials on interlocal cooperation and partnerships with community organizations, this presentation will convey advice from local government officials who have undertaken the difficult work of making cooperative relationships work. We will discuss relationship goals, relationship development, and relationship maintenance. Each step will provide opportunities to discuss real-world successes and failures, preparing participants to improve partnerships in their own communities.

Friday, October 24, 2014

9:00 am – 12:00 pm

Developing Grant Proposals/

Cynthia Nelson

Identifying Grant Opportunities and Navigating Granting Agency Expectation

Ashley Monroe

This workshop will provide insight on locating funding opportunities and managing positive relationships with funding agencies. Each funding agency has different requirements and sometimes the process becomes complicated after funds are received. This session will provide basic instruction about the grant and rebate process as well as provide examples in how to maintain in good-standing as a grantee.

1:00 pm – 4:00 pm

Strategic Public Communications for Public Administrators

Alicia Schatteman

Public administrators need to communicate strategically depending on the audience, the sender, management situation, and objectives for communicating. Attendees will improve their knowledge and skills necessary to identify and communicate with various internal and external audiences in particular focusing on the media and citizens. Technology is constantly changing, and with it, new opportunities for government. Find out more about who is online, how they are connecting, and why. We will discuss how to build a networked culture, and the tensions between efficiency and privacy. Find out how mobile technology is revolutionizing access to information and tools that governments can consider to build connections with citizens. Finally, we will discuss the importance of measuring and analyzing your communications efforts.

4:00 pm – 4:15 pm

Recognition for Participants

Registration Form

Name		Title
Organization		
Address		
City	State	Zip
Work Phone	Home Phone	Email

The Life Cycle of the Employee <i>October 23, 2014; 9:00-12:00</i>	\$85	_____
Strengthening Relationships with Government and Community Partners <i>October 23, 2014; 1:00–4:00</i>	\$85	_____
Developing Grant Proposals/ Identifying Grant Opportunities and Navigating Granting Agency Expectation <i>October 24, 2014; 9:00 -12:00</i>	\$85	_____
Strategic Public Communications for Public Administrators <i>October 24, 2014; 1:00–4:00</i>	\$85	_____
If enrolled in all four workshops, you receive a discount	Less \$40	_____
Your Total		_____

	Continuing Education Contact Hours <i>(number of workshops you're attending x 2.8 hours)</i>
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Payment Information				
Payment Method <i>(check one)</i>				
Check	MC	Visa	Discover	Am Exp
Card Number			Exp. Date	
Name*		Cardholder's Signature		
Address				
City	State	Zip		
Charge will appear as "NIU Outreach, DeKalb, IL" <i>*Due to PCI (payment card industry) compliance requirements, for credit card transactions, the cardholder's name and billing address must appear exactly the way it is listed on their credit card statement.</i> Fax Your Registration (credit card only) to: 815.753.6900 Make check payable to NIU and mail along with this registration form to: Outreach Services, Registration Office Northern Illinois University, DeKalb, IL 60115				