



Northern Illinois  
University

Department of Public Administration  
& the Center for Governmental Studies  
School of Public & Global Affairs

## 2024 Township Management Academy

*Fridays, February 16 and 23, 2024*

The four workshops will be offered in a “hybrid” format in which registration options are “in-person” at NIU’s Naperville Campus, 1120 East Diehl Road, Naperville, IL 60563 or “online webinar”. Two workshops will be offered each day; one in the morning (9:00 am-12:00 pm) and one in the afternoon (1:00-4:00 pm). For those attending at NIU Naperville, there will be an all-day full beverage service; lunch also is provided for each participant who attends both workshops on the same day.

Participants who enroll and attend 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. Materials will be provided.

For information about the workshops, call **815-753-0183** or e-mail [srobinson1@niu.edu](mailto:srobinson1@niu.edu). For registration information, call **708-642-7957** or e-mail [jbollie@niu.edu](mailto:jbollie@niu.edu).

### FRIDAY, FEBRUARY 16, 2024

**9:00 am – 12:00 pm**

#### ***Tools for Managing Projects in Townships***

*Presented by Scott E. Robinson, Ph.D., Professor and Chair, Department of Public Administration, School of Public and Global Affairs, Northern Illinois University*

#### **Description**

Increasingly, the work of townships is non-routine and strictly bound by contract requirements. Managing this work calls for the use of techniques from project management. This session will introduce the basics of project management along with several tools (including free tools) to track and manage projects.

#### **Objectives** (Participants will be able to)

- ✓ Develop an understanding of how project management differs from traditional approaches to management.
- ✓ Understand when different approaches to project management are most appropriate for a given need.
- ✓ Identify the variety of tools to support different approaches to project management.

**1:00 – 4:00 pm**

#### ***Managing Yourself and Leading Others***

*Presented by Eunju Rho, Ph.D., Associate Professor, Department of Public Administration, School of Public and Global Affairs, Northern Illinois University*

#### **Description**

At every organizational level, effective teamwork and leadership play pivotal roles in achieving success. These skills are also essential in society, particularly in today's era of heightened complexity, uncertainty, and constant change. The demand for leadership capable of mobilizing people to face these challenges and

improve lives is more critical than ever. This session aims to introduce effective strategies for navigating leadership in a rapidly changing world, addressing both self-management and leading others. The session comprises three training parts:

- 1) Identify a personal leadership case and unbundle complex leadership challenge: Participants will learn how to recognize a personal leadership case and systematically analyze complex leadership challenges.
- 2) Understand leadership from multiple lenses: Participants will gain insights into the role of authority, leader-follower relationships, and situational leadership.
- 3) Take action: Participants will acquire skills to think politically, build trust, and effectively manage conflict. This session aims to empower individuals to translate their leadership understanding into practical actions.

**Objectives** (Participants will be able to)

- ✓ Cultivate a management style that aligns with your unique personality.
- ✓ Understand strategies for effectively managing your team, your superiors, and your colleagues.
- ✓ Identify techniques for implementing personal strategies to not only survive but thrive amidst change.

**FRIDAY, FEBRUARY 23, 2024**

**9:00 am – 12:00 pm**

***Beyond the Basics: Serving Older Residents Today and Tomorrow***

*Presented by Mim Evans, M.S., Senior Research Associate, Center for Governmental Studies, Northern Illinois University*

**Description**

The number of older residents is growing, leading to a potentially bigger role for townships who serve them. The new older residents have new needs and present new opportunities for positive engagement with the community. This session will look at who our older residents are and will likely be, how their needs and desires are changing, and ideas for serving them. Examples will be drawn from efforts in townships in Illinois and elsewhere.

**Objectives** (Participants will be able to)

- ✓ Understand and anticipate characteristics of the population to be served.
- ✓ Identify the broadening variety of services that interest older residents.
- ✓ Share best practices in serving older residents.

**1:00 - 4:00 pm**

***Intermediate Financial Management***

*Presented by Christopher B. Goodman, Ph.D., Assistant Professor, Department of Public Administration, School of Public and Global Affairs, Northern Illinois University*

**Description**

This course module provides an introduction to intermediate financial management skills. Topics include cost accounting/analysis and basic forecasting methods.

**Objectives** (Participants will be able to)

- ✓ *Cost accounting*
  - Distinguish between full cost and marginal cost accounting.
  - Understand the steps involved in measuring full cost.
  - Explain the different components of marginal cost.
- ✓ *Forecasting*
  - Distinguish between the types of revenue forecasting.
  - Understand the best circumstance to deploy different methods.
  - Understand what types of forecasting methods are actually used in practice and why this is the case.

## 2024 Illinois Township Management Academy Registration Form

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

	IN-PERSON	ONLINE	RECORDING
<b><i>Tools for Managing Projects in Townships</i></b> February 16, 2024; 9-Noon	\$94 _____	\$69 _____	\$40 _____
<b><i>Managing Yourself and Leading Others</i></b> February 16, 2024; 1–4:00	\$94 _____	\$69 _____	\$40 _____
<b><i>Beyond the Basics: Serving Older Residents Today and Tomorrow</i></b> February 23, 2024; 9-Noon	\$94 _____	\$69 _____	\$40 _____
<b><i>Intermediate Financial Management</i></b> February 23, 2024; 1–4:00	\$94 _____	\$69 _____	\$40 _____

If enrolled in all four workshops,  
excluding recording only, you receive a discount

Less \$40 \_\_\_\_\_

Your Total \$ \_\_\_\_\_

<b>Payment Information</b>				
Payment Method <i>(check one)</i>				
Check	MC	Visa	Discover	Am Exp
Card Number			Exp. Date	
Name*		Cardholder's Signature		
Address				
City	State	Zip		
<p><b><i>Charge will appear as "NIU Outreach, DeKalb, IL"</i></b></p> <p><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></p> <p><b>Three Ways to Register:</b></p> <ul style="list-style-type: none"> <li>- <b>ONLINE:</b> <a href="#">Illinois Townships Management Academy Winter 2024</a></li> <li>- <b>FAX</b> your registration (credit card only) to: 815.753.6900</li> <li>- <b>MAIL:</b> Send completed registration form and payment to (make check payable to <b>NIU</b>):  <b>Outreach Services Registration Office</b>  Northern Illinois University, DeKalb, IL 60115</li> </ul>				