



APWA SACRAMENTO CHAPTER

Presents:

Public Works Institute: Module 3 “Basic Public Works Management Skills” April 3, 4, 5, 2024 (Wed-Thurs-Fri)

**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 2 is not a pre-requisite for Module 3.*

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:

- Regina Cave (General Services Director, City of Citrus Heights)
- Albert Stricker, PE, Class Facilitator (Public Works Director, City of Rancho Cordova)
- Diane Nguyen (Executive Director, SJCOG)
- And other highly experienced local Public Works Officials

WHERE:

Dante Event Center
2330 Fair Oaks Blvd., Sacramento, CA

TIME:

Registration: 7:00 –7:30
Lunch 12:00 -12:45
Departure 4:00 to 4:15

COURSE OUTLINE: ATTACHED

COST:

\$ 345 for APWA Members and Public Works agency employees
– (ID# required)
\$ 445 for Non-member employees of private firms (Save \$100
by joining APWA and support your Public Works career.

Cost includes continental breakfast and lunch and Course Textbooks. Same Textbook is used for all four courses.

RSVP by: March 1, 2024 No Walk-ins Allowed.

MORE INFO:

Matt Salveson @ (916) 321-4428
msalveson@woodrogers.com
Deadline: March 1, 2024
Register early – space limited

REGISTRATION:

Coming soon! Watch for updates on sacramento.apwa.org and APWA email blasts.

COURSE OUTLINE

Day One

7:00 Registration/Coffee and
Light Refreshments

7:30 Introduction/Welcome

8:15 Finance and Budgeting

9:30 General Legal Issues

10:45 Basic Management Skills

11:45 Lunch

12:30 Conducting Effective Meetings

2:30 Traffic Engineering

3:30 Presentation Skills

4:30 Adjourn

Day Two

7:30 Presentations

8:45 Customer Service

10:00 Basic Management Skills

11:00 Asset Management

12:00 Lunch

12:45 Alternative Funding Strategies

1:45 Managing Contracting, Bidding,
& Construction

3:15 Managing Consultants

4:30 Adjourn

Day Three

7:30 Basic Project Management

8:45 Leveraging Resources with
Other Agencies

10:30 Employment Laws

11:45 Lunch (with APWA Chapter)

1:15 Resiliency, Retention, and
Motivation

2:15 Creative Decision Making

3:15 Module Summary

3:30 Examination / Graduation

4:15 Presentation of Certificates

4:30 Final Adjournment