

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)

o 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.

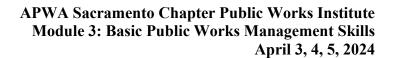
RSVP by: March 1, 2024 No Walk-ins Allowed.

MORE INFO:

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

REGISTRATION:

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



4:30 Final Adjournment



12:00 Lunch

COURSE OUTLINE

	Day One		
		12:45	Alternative Funding Strategies
7:00	Registration/Coffee and		
	Light Refreshments	1:45	Managing Contracting, Bidding, & Construction
7:30	Introduction/Welcome	3:15	Managing Consultants
8:15	Finance and Budgeting		
9:30	Canaval Lagal Issues	4:30	Adjourn
7:30	General Legal Issues		Day Three
10:45	Basic Management Skills		<u>= 4, 1ee</u>
	Ü	7:30	Basic Project Management
11:45	Lunch		
12.20	Conducting Effective Meetings	8:45	Leveraging Resources with
12:30	Conducting Effective Meetings		Other Agencies
2:30	Traffic Engineering	10:30	Employment Laws
3:30	Presentation Skills		
		11:45	Lunch (with APWA Chapter)
4:30	Adjourn		
		1:15	Resiliency, Retention, and Motivation
	<u>Day Two</u>		Motivation
7:30	Presentations	2:15	Creative Decision Making
8:45	Customer Service	3:15	Module Summary
10:00	Basic Management Skills	3:30	Examination / Graduation
11:00	Asset Management	4:15	Presentation of Certificates