



## APWA SACRAMENTO CHAPTER

Presents:

### Public Works Institute: Module 1 of 4

### *“Public Works Basic Supervision Skills”*

October 30, 31, & November 1, 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. Modules 2, 3, or 4 are not pre-requisites for Module.*

#### SUBJECT:

This is Module 1 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, public works agencies, and consultants. The highly affordable program is taught by area public works practitioners to public works employees, culminating in an APWA Public Works Institute Certificate.

#### INSTRUCTORS:

- **Ken Grehm, PE**, (Retired Public Works Director, Placer County)
- **Bill Roberts, PE**, (Public Works Director, City of West Sacramento)
- **Albert Stricker, PE**, (Public Works Director, City of Rancho Cordova)
- And other highly experienced local Public Works Officials

#### WHERE:

**Dante Club**

2330 Fair Oaks Blvd., Sacramento, CA

#### TIME:

**Registration: 7:00 –7:30 (first day) 7:30 (Thurs. & Fri.)**

**Lunch 12:00 -12:45**

**Departure 4:15 to 4:30**

#### 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. We’re going **GREEN!** Course Textbooks will be emailed to presenters and the same textbook is used for all four courses.

#### RSVP by:

**Registration Opens September 1, Closed by October 1, 2024 or when filled. No Walk-ins Allowed. Provide Individual Emails for each registration.**

#### MORE INFO:

Albert Stricker @ (916) 851-8713  
[astricker@cityofranhocordova.org](mailto:astricker@cityofranhocordova.org)  
**Deadline: October 1, 2024**  
Register early – space limited.  
Register via APWA website; contact Albert for an alternative registration process.

**COURSE OUTLINE**

**Day One**

- 7:00 Registration/Coffee and Light Refreshments**
- 7:30 Introduction/Welcome**
- 8:30 Basic Supervision I**
  - Organizational Culture
  - Supervisor’s Function and Role
- 10:00 Formal /informal Communication**
  - Exchanging Information
  - Active Listening
  - Body Language
  - Communication Exercise
- 11:30 Lunch**
- 12:15 Progressive Discipline**
  - Key Principles
  - Managing Disciplinary Meetings
  - Managing Class Exercise
- 2:15 Team Development**
- 4:15 Daily Assessment & Q&A**
- 4:30 Adjourn**

- 10:45 Basic Supervision III**
  - Workload Planning
  - Performance Reporting
  - Workplace Safety
- 12:00 Lunch**
- 12:30 Basic Supervision IV.**
  - Maximizing Employee Performance
  - Employee Evaluation
  - Interviewing Skills
  - Employee Training
- 2:15 PW Panel Discussion - Homelessness**
- 3:15 PW Operations: ROW / Utility One Call**
- 4:15 Daily Assessment & Q&A**
- 4:30 Adjourn**

**Day Two**

- 7:30 Basic Supervision II**
  - Conflict Resolution
  - Motivating / Inspiring Employees
  - Understanding Generational Differences
- 8:30 Ethics in Public Works**
- 9:45 PW Operations: Transportation**

**Day Three**

- 7:30 PW Operations: Solid Waste**
- 8:45 Embracing & Executing Change**
- 10:00 PW Operations: Purchasing I Inventory Management**
- 11:00 PW Operations: Facilities & Grounds**
- 12:00 Lunch**
- 1:15 PW Operations: Emergency Management**
- 3:00 Examination**
- 4:15 Presentation of Certificates**
- 4:30 Final Adjournment**

*We’re going green!  
 Presenters will be emailed presentation binder.*

ALPINE  
AMADOR  
BUTTE  
CALAVERAS  
COLUSA  
EL DORADO  
GLENN  
LASSEN  
MODOC  
MONO  
NEVADA  
PLACER  
PLUMAS  
SACRAMENTO  
SAN JOAQUIN  
SHASTA  
SIERRA  
SISKIYOU  
SUTTER  
TEHAMA  
TRINITY  
TUOLUMNE  
YOLO  
YUBA

**Subject: Public Works Institute- Public Works Basic Supervision Skills (Module 1)**

Dear Public Works Professionals:

The APWA Sacramento Chapter is sponsoring Module 1 of the APWA Public Works Institute Program (PWI) to the Sacramento region. This program provides three days of in-depth training opportunities for mid-level engineers, maintenance managers, Public Works administrators and future Public Works Managers to sharpen their leadership skills, supervision skills, and technical knowledge to meet the demands in an increasing complex public works program delivery environment. The PWI course, Basic Supervision in Public Works, is scheduled for three days, October 30, 31 and November 1, 2024. The course will be taught by local Public Works Agency Leaders and APWA professional technical experts.

APWA has received highly complementary responses from previous attendees who have participated in this course. The key objectives for this course include:

1. Improve supervision, management and leadership skills of attendees to become more effective project or program managers.
2. Increase the working understanding of the various Public Works Agency programs and responsibilities; technology involved' and issues faced by Public Works managers.
3. Work in small groups and network with other public works agency staff member over a three day period.

The end result of this course is to provide local public works agencies with employees that will have sharpened supervision, management, and organization skills, increased knowledge of ancillary areas such as budgeting, customer service, development of cooperative partnerships, and a better understanding of the breadth, depth and interrelation of various Public Works Agency and related utility service providers.

Enclosed is a copy of the Module Course outline. Please share it with your employees. It is a great way to show that you value and care about your employees and provides solid educational opportunities to enhance their careers. Classes are limited to 40 participants to maximize opportunities for individual participation. If you have any questions regarding the upcoming course, please do not hesitate to call me at (916) 851-8713 or contact me via e-mail at [astricker@cityofranchocordova.org](mailto:astricker@cityofranchocordova.org).

I hope you will take the time to seriously consider participating in this in-depth Public Works training opportunity and the benefits of obtaining the PWI certification for completing all four modules to your career.

Sincerely,

Albert Stricker, P.E.  
APWA Sacramento Chapter PWI Committee Chairman