

# 2013

## EMPLOYMENT RELATED RECORDS IN MANITOBA: HOW TO BEST MANAGE AND PROTECT THE MUNICIPAL EMPLOYER

Friday, February 8, 2013 9:00 am to 3:00 pm  
Canad Inns Polo Park, Winnipeg

This workshop will provide both the legal and practical information necessary to ensure that municipalities are compliant with record keeping laws and able to protect themselves from unwanted employment related litigation and liability.

Trainer: Orvel Currie and Shawn Scarcello, D'Arcy and Deacon LLP  
Registration Fee available in November 2012

## THE RESPECTFUL WORKPLACE

Tuesday, April 9, 2013 9:00 am to 3:00 pm  
Keystone Centre, Brandon

Today's workplaces are complex. Consider the key ingredients that go into today's typical organization. From a wide range of skills, education and experience, cultures, languages to customer service and legislation; the components are significant. This workshop will assist managers, supervisors and employees to understand what a respectful workplace is, why it is important and how to help create and maintain one.

Trainer: Barbara Bowes & Mike Cuma, Legacy Group  
Registration Fee available in November 2012

## COMMUNICATIONS & LEADERSHIP DOUBLE SHOT

Friday, October 11, 2013 9:00 am to 3:00 pm  
Canad Inns Portage la Prairie

Communications – Advanced – 9:00 am to 12:00 pm  
This workshop is designed for AMM members who are doing media interviews would like to fine-tune their interview skills.

Trainer: Shirley Muir, The Media Bank

**The Buddy or the Boss: Finding a Balance** – 1:00 pm to 3:00 pm  
Leaders spend significant time and energy managing team performance and staff behaviour. Finding that balance between support and accountability is a challenge. This session will help you gain strategies for providing effective leadership to your team allowing you to capture the true potential of your organization.

Trainer: David Falk, Resolutions Skills Centre  
Registration Fee available in November 2012

## SUCCESSION PLANNING

Monday, November 25, 2013 9:00 am to 12:00 pm  
Keystone Centre, Brandon

It has often been said that the only sure thing in life is death and taxes. Well, another sure thing is the sudden departure of a CAO or key personnel, often leaving your council without qualified people for long periods of time. This program talks about the need to plan for succession and the strategies that can be followed to make this happen.

Trainer: Barbara Bowes & Mike Cuma, Legacy Group  
Registration Fee available in November 2012

# 2014

## STRENGTHENING COMMUNICATION SKILLS FOR DIFFICULT SITUATIONS

Monday, January 27, 2014 9:00 am to 3:00 pm  
Canad Inns Polo Park, Winnipeg

This workshop will focus on when times and conversations are difficult. Participants will examine social styles and how the 4 social styles communicate, difficult behaviours sets such as people who shut down or express their anger outright, and examine strategies to deal with defensive reactions in others and in ourselves.

Trainer: Genella Macintyre, Partners in Discovery  
Registration Fee available in November 2013

## MAKING A LEADERSHIP DIFFERENCE

Tuesday, April 15, 2014 9:00 am to 3:00 pm  
Keystone Centre, Brandon

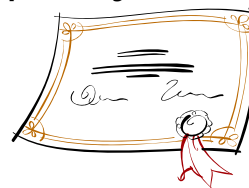
Participants will assess their impact over the current term and study their successes and failures, opportunities and road blocks. Participants will also look at their leadership capacity to make a leadership difference in the future as an elected official or not and discuss "What's next?"

Trainer: Gord McIntosh, Local Government Leadership Institute  
Registration Fee available in November 2013

## AMM EDUCATION PROGRAM RECOGNITIONS

Wednesday, April 16, 2014  
Keystone Centre, Brandon

Be a shining example to your municipal colleagues!



*Program participants who have completed 75% of the program will be presented with their certificates of achievement during the Municipal Officials Seminar.*

If you are interested in a training proposal for a topic not mentioned in this brochure, please let us know.

**Our best resource is our Membership!**

Committed to strengthening  
and promoting the leadership  
capacity of Manitoba's  
Municipal Officials.



Discover and register for the  
workshops that will enhance  
YOUR role and responsibilities  
throughout your term of service.

Association of Manitoba Municipalities  
1910 Saskatchewan Avenue West  
Portage la Prairie, MB R1N 0P1  
Tel: 856-2374 Fax: 856-2370  
www.amm.mb.ca

The AMM Education Program is a four-year series of workshops designed specifically for Manitoba municipal officials that will provide the training and tools necessary for effective and ethical leadership.

Each year's workshops will build upon the previous year's training topics by focusing on the core competencies that are necessary to navigate today's leadership challenges.

- **Cornerstone:** Personal leadership growth and development - general leadership theory, personal leadership qualities and characteristics.
- **Competent Practitioner:** Leading effective governance - technical skills and knowledge specific to local government leaders.
- **Communicator:** Effective communications and media relations - skills in effective interpersonal interaction.
- **Collaborator:** Building communities through Inspiration and empowerment - skills in developing and promoting partnerships.
- **Catalyst:** Leading innovation and managing change - skills in motivating, promoting change, and future orientation.

These workshops are highly interactive, affordable and capacity building. The one and half-day workshops are designed to make the most of your invested time as they broaden your knowledge and improve your skills so you can effectively achieve the goals of your community.

Participants who successfully complete 75% of the Program's workshops will receive the distinguished designation of Certified Municipal Official (CMO) and receive certificate in recognition of their status.

Registration today at  
[www.amm.mb.ca](http://www.amm.mb.ca)

#### Registration Policies

- Pre-registration is required. Registrations made online or by fax, unless cancelled, will be considered a commitment to attend. Walk-ins will be welcomed!
- No-shows will be billed, as meeting and catering arrangements will have been made for all registrants.

#### Cancellation Policies

- AMM requires a cancellation notice in writing, TEN (10) business days before the workshop, either by fax or email.
- If you have registered and find that you unable to attend, you may transfer your registration to another person. Please notify AMM of this occurrence.
- In the event that registrations for workshops are below the minimum quota required to cover costs they may be cancelled by the AMM.
- If AMM cancels a workshop, registrants will receive notice a minimum of one week before the schedule workshop.
- The AMM reserves the right to cancel the workshop and reschedule due to unavoidable circumstances.

#### General Information

- Registration fee will include: workshop materials, refreshments and in the case of a full day meeting, lunch.
- AMM will invoice your municipality for the registered number of individuals TEN (10) business days prior to the workshop. Registrations received after that will be invoiced following the workshop.

# 2011

Registration for 2011 sessions begins December 1<sup>st</sup>  
at

**NEWLY ELECTED OFFICIALS SEMINARS  
JANUARY 26 THROUGH MARCH 1, 2011**

Session dates and locations available on the AMM website.

Registration Fee: \$75 plus GST

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**HIGH INTEGRITY POLITICS FOR EFFECTIVE  
COUNCIL RELATIONS**

**Tuesday, April 12, 2011 9:00 am to 3:00 pm  
Keystone Centre, Brandon**

This workshop will focus on why participants run for election and how these motives can be achieved at the Council table. The workshop will teach several political strategies and tactics along with role playing and simulations to help councillors to be more effective in their role. This workshop is particularly effective for new councillors.

Trainer: Barbara Bowes, Legacy Bowes Group  
Registration Fee: \$130 plus GST

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**MEDIA RELATIONS 101**

**Friday, October 7, 2011 9:00 am to 3:00 pm  
Canad Inns, Portage la Prairie**

This workshop is designed for AMM members who are doing media interviews for the first time in their new job or would like to fine-tune their interview skills. From understanding your role and responsibilities to managing a crisis and seeing beyond the tough questions, participants will have the opportunity to partake in two "on camera" exercises (a double ender and a scrum!). This unique workshop has been prepared specifically for the municipal council member.

Trainer: Shirley Muir, The Media Bank  
Registration Fee: \$130 plus GST

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**BALANCING MULTIPLE HATS...IN LIFE AND WORK**

**Monday, November 21, 2011 9:00 am to 12:00 pm  
Keystone Centre, Brandon**

After one year in office...are you finding you need to put some balance back into your life?  
This powerful three hour workshop will help you identify obvious and underlying stressors and provide tips on how to de-clutter your life, inside and out. Regain your momentum and perspective by incorporating strategies for dealing effectively with hectic times.

Trainer: Cec Hanec, Cec Hanec and Associates  
Registration Fee: \$55 plus GST

# 2012

**UNDERSTANDING PUBLIC ENGAGEMENT - A REFRESHER**

**Friday, February 17, 2012 9:00 am to 3:00 pm  
Clarion Inn & Suites, Winnipeg**

This session will highlight the benefits of public engagement. Participants new to public engagement will gain an understanding of the fundamentals. The session will include: effective planning for public engagement, an overview of techniques for public participation; how to set consultation objectives (and how to choose a technique to achieve them); evaluating public consultation; and what to do with public participation results.

Trainers: Michelle Holland, Michelle Holland Consulting and Ruth Marr, Marr Consulting International  
Registration Fee: \$125 plus GST

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**GOVERNANCE SUCCESS: IT IS NO ACCIDENT!  
Tuesday, April 10, 2012 9:00 am to 3:00 pm  
Keystone Centre, Brandon**

Failure to ensure clear roles of responsibility, establish 'rules of engagement' and develop well designed processes leads to impasse and/or chaos. This workshop will help elected officials understand how they can work effectively with each other as well as administration within the legal and expected parameters of holding office. Learn about the critical indicators of governance success and how proactive strategies can maximize team effectiveness.

Trainer: Gord McIntosh, Local Government Leadership Institute  
Registration Fee: \$125 plus GST

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**MANAGE AND MAXIMIZE THE POTENTIAL  
OF EFFECTIVE CONFLICT**

**Friday, October 5, 2012 9:00 am to 3:00 pm  
Canad Inns Portage la Prairie**

Conflict is a natural occurring part of all working relationships. But how much time is wasted because people don't quickly and effectively deal with conflict situations? This session will bring new awareness of people's reactions to conflict. Then provide a reframing of conflict as a natural resource with opportunity for new perspectives. When effectively managed and understood, conflict actually contributes to the bottom line.

Trainer: Steve Pilote, People First HR Services  
Registration Fee: \$125 plus GST

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**CHARGING UP YOUR LEADERSHIP SKILLS  
Monday, November 26, 2012 9:00 am to 12:00 pm  
Winnipeg Convention Centre**

There is a variety of concepts and key areas that are vital for effective leadership. Perhaps you have forgotten, or need to sharpen...or may never have learned them! This three hour workshop will focus on assessing and strengthening your leadership skills. Learn the difference between leading and managing, the importance of having vision, how to engage in active listening and how to encourage innovation and creative thinking in your team.

Trainer: Cec Hanec, Cec Hanec and Associates  
Registration Fee: \$55 plus GST