

The 2023 Center for Local Government Leadership Academy



DURATION: March - August

YOU WILL LEARN: Local Government 101, effective communications, leadership strengths, finance and budgeting, HR best practices, and economic development.

WHO IS ELIGIBLE: Staff members from any Center for Local Government or Miami Valley Risk Management Association member community. (One per community during the first round of applications).

COST: \$785/participant (Price may reduce if grant funding is secured)

The CLG Leadership Academy was designed by local government practitioners for local government practitioners. In 2023, we will graduate the 10th class of this OCMA Award winning program that has been continually recognized as an effective training tool for current and future local government employee leaders.

The CLG Leadership Academy is designed with 2 goals in mind: 1. Provide an affordable leadership and management skill development opportunity for local government employees from Center for Local Government or Miami Valley Risk Management Association member governments; and 2. Provide a chance for relationship building between employees of neighboring communities– leading to future collaboration opportunities.

The Leadership Academy consists of 6 classes– one every month. All Leadership Academy classes are taught by a mix of local government practitioners and subject matter specialists. Classes are designed to focus on practical applicable skills, such as effective communications, leadership styles, human resources and finance.

The Leadership Academy by the numbers:

- **174:** CLG Leadership Academy graduates since 2014
- **130:** Leadership Academy's local government professional instructors have over 130 years of combined experience.
- **48:** The number of Center for Local Government or Miami Valley Risk Management Association member governments who have employed a Leadership Academy graduate
- **20** Governments who have sent at least 4 of their employees through the Leadership Academy
- **5:** Leadership Academy graduates who are Chief Administrative Officers (e.g. City Manager, Township Administrator) of CLG or MVRMA member governments

To learn more about the Leadership Academy, keep reading!



WHY SIGN UP FOR THE CLG LEADERSHIP ACADEMY?

WHO SHOULD PARTICIPATE IN THE CLG LEADERSHIP ACADEMY?

The Leadership Academy is designed for any employee of a CLG or MVRMA member community who wants to improve their leadership or management skills. This could include lower or middle managers, or people without management positions who wish to enhance their skill set to move into a leadership position. The Academy is also open to people who currently hold senior management positions (including that of Chief Administrative Officer).

- Prior classes have included a City Engineer, A Fire Chief, an Information Systems Coordinator, an Administrative Assistant, a Special Events Coordinator, An Assistant City Manager, a Finance Director, and many other positions at all levels.

WHAT ARE THE BENEFITS OF PARTICIPATING IN THE LEADERSHIP ACADEMY?

- Leadership Academy participants will learn leadership and management techniques from a mix of practicing local government professionals, instructors from local universities, and other subject matter experts.
- Participants will have a choice of one of two courses taught by Xavier University, alongside other local government and business professionals.
- Participants will have an opportunity to meet and build relationships with people on a similar career track from neighboring jurisdictions. This may help spur future intergovernmental collaboration.
- Our 174 Leadership Academy graduates can often be found today sharing information or working together on projects on behalf of their communities. You will get to meet some of these alumni to discuss how to best leverage your Leadership Academy experience. In fact, Leadership Academy alumni teach both our Budgeting / Finance class and our Economic Development and Land Use class.

HOW DO I SIGN UP?

[Click here to fill out the application form](#). Then have your Chief Administrative Officer sign the [Leadership Academy authorization form](#) and e-mail it to TWhite@C4LG.org. We require the authorization form for three reasons:

- 1) The Leadership Academy will consist of six full-day classes plus one half-day. That is a significant time commitment;
- 2) It is important that you have a conversation with your Chief Administrative Officer about your leadership ambitions prior to starting the academy.
- 3) **For the first round of recruitment, we will only accept one person per government. If a government has multiple applicants, and we do not have space for everyone, we will ask the Chief Administrative Officer to designate one individual for this year's Academy. Due to increased demand, we cannot guarantee the person not designated will be guaranteed a place in the 2023 Academy.**



WHAT CLASSES WILL I TAKE?

LOCAL GOVERNMENT 101

Date: Wednesday March 22nd

Location: Terwilliger Lodge Montgomery (10530 Deerfield Rd. Montgomery, OH 45242)

Time: 9:00am-3:00pm

An introduction to the CLG Leadership Academy, this class provides an overview on local governments, and their various structures and roles. This class will also cover the role of the Administrator, elected officials, and other government officials. The main question this class answers: What do you know about local government in the tri-state area? Ohio Plan Executive Director Mike Hinnenkamp and other local officials will guide this class. Additionally, you will have a chance to meet your fellow participants and hear from previous participants about how best take advantage of the Leadership Academy.

- **Part 1** will cover an overview of local government in Ohio and the surrounding States, as well as group problem solving exercises. This will also provide an opportunity to meet your fellow classmates.
- **Part II** will cover topics such as ethics, open records, and other legal issues of importance.



Local Government 101



WHAT CLASSES WILL I TAKE ?

XAVIER UNIVERSITY LEADERSHIP EXPERIENCE

Leadership Academy participants have the option of **selecting one of two** Xavier University Public Sector Leadership Institute course offerings:

Strengths Based Leadership

Date: Tuesday April 25th

Location: Xavier University, 3800 Victory Parkway, Cincinnati, OH 45207

Time: 8:00am-4:00pm

Strengths-Based Leadership challenges leaders to assess, understand, and maximize their own strengths and invest in the development of the strengths of others.

This program includes an in-depth assessment of your leadership strengths and helps you integrate those results with your specific business goals. There are opportunities to focus and practice how to leverage your strengths, through role-playing activities, allowing for learning in a low-risk environment.

OR

Change Leadership

Date: Wednesday April 26th

Location: Xavier University, 3800 Victory Parkway, Cincinnati, OH 45207

Time: 8:00am-4:00pm

This program will provide participants with practical tools to assess and manage change, successfully identify the role and phases of change, and walk through how to create action plans to overcome challenges and reach desired outcomes.

Participants will be asked to select which Xavier class they would like to attend on their registration form.

The class limit is 10 per class, filled on a first come first served basis.



WHAT CLASSES WILL I TAKE ?

COMMUNICATING IN THE WORKPLACE AND IN PUBLIC

Date: Wednesday May 10th

Location: City of Mason Aquatic Center Community Room (6050 Mason-Montgomery Rd. Mason, OH 45040)

Time: 9:00am-3:00pm

Description: You will learn about conflict resolution in the workplace, listening for understanding, and public speaking skills. This will include a number of interactive activities in order to hone your skills on these topics. This class will be taught by Shelly Bamberger and by Sean Reynolds, two experts in communication who have worked with a number of our communities.

HUMAN RESOURCE MANAGEMENT

Date: Wednesday June 14th

Location: City of Centerville Police Dept (155 W. Spring Valley Pk. Centerville, OH 45458)

Time: 9:00am-3:00pm

Description: Leadership Academy graduates Larry Mullins (Springfield Township), Jennifer McCormick (Centerville), and others will discuss best practices for hiring and interviewing. Afterward, Doug Duckett, former Human Resources Director for Butler County and the City of Loveland, as well as previous chair of the Ohio Public Employee Labor Relations Association, will guide the class through an interactive session covering performance, evaluation, employee discipline, and other practical human resources issues that apply at the department head level.

BUDGETING AND FINANCIAL PRINCIPLES

Date: Wednesday July 19th

Location: Miami Township (Clermont County) Civic Center (6101 Meijer Dr. Miami Twp, OH 45150)

Time: 9:00am-3:00pm

Description: This class covers the basics of fund accounting, revenue and debt. The class also addresses budget policy, including topics such as the budget process, capital and operating funds, restricted funds, enterprise funds, and the general fund. This is all done with an eye on helping employees know what to consider to make a good budget recommendation. Instructors for this class include Michelle Greis of Liberty Township, and Kelly Flanigan of Miami Township (Clermont County).



WHAT CLASSES WILL I TAKE ? (CONTINUED FROM PAGE 5)

LAND USE AND ECONOMIC DEVELOPMENT

Date: Wednesday August 9th

Location: To Be Determined

Time: 9pm-3pm

Description: See how economic development and land use affect all of the aspects of government operations. This class will also teach you about the different players and tools in the economic development and land use arena. You will also hear from representatives of the regional economic development organizations that help us compete with our peer cities. Caroline McKinney from Liberty Township, Jennifer Patterson from Monroe and P.J. Ginty from Deerfield Township lead this class, along with additional guests from around the region. **Stay for the optional post- Leadership Academy Happy Hour**

CLG ANNUAL MEETING AND LEADERSHIP ACADEMY GRADUATION

Date: Wednesday September 13th

You will be honored in a graduation ceremony at the 2023 Center for Local Government Annual Meeting.





The Center for Local GOVERNMENT

WHAT AM I COMMITTING TO?

We have designed the Center for Local Government Leadership Academy to be compatible with your work commitments. As such, we only have one class per month, and there is no overnight retreat or any group project. However, in order to make sure you get the most out of the Leadership Academy experience, we ask that you are able to commit to the following:

ATTENDANCE

- Leadership Academy classes run from March until August. We have attempted to always schedule these on Wednesdays from 9:00am until 3:00pm, but there are some exceptions.
- We expect attendance at all classes, but we understand if a work emergency or other extraordinary circumstance causes you to miss a class. If you miss a class, you are expected to find an alternative training to attend on a similar topic. This alternative training would be subject for approval by the CLG Leadership Academy Planning Committee. Please seek out T.J. White (TWhite@C4LG.org) if you have to miss a class.
- If you miss more than two classes, you may be asked to withdraw from the program.



REFLECTION AND EVALUATION

- Each Leadership Academy participant will be provided with a binder to hold any class materials or handouts. Each binder will also have a reflection form, **asking you to identify what your takeaway from each class was, how you would apply the lessons of that class to your job on a day-to-day basis, and how you would apply the lessons of that class to your career.** These are for you to keep. Do not turn them in.
- You are expected to come with one topic to share with your peers. **Every class has a period of networking time for people to ask advice of each other.** While we may not get to every topic, it is important that you use this opportunity to use the collective knowledge of the group.
- Finally, you are also expected to fill out all class evaluations. These will be distributed online after every class.





The Center for Local GOVERNMENT

HOW DO I APPLY TO THE CLG LEADERSHIP ACADEMY?

- [Please click this link to apply to the CLG Leadership Academy.](#) Please note that the **deadline for the first round of applications is 5pm on Friday February 28, 2023**
 - If all 20 Leadership Academy seats are not filled after the first round, we will open a second round.
- **There is only space in the Leadership Academy for 20 people.** Also keep in mind that the Xavier University course offerings will be filled on a first come first served basis. ***In order to ensure that we are fair to all potential participants, we will only accept one person per government. If we have not filled all 20 seats in the Leadership Academy at that point, we will open it up to a second person per government.***
- **Finally, the cost for the Leadership Academy is \$785 per person. CLG always applies for grants for the Academy on an annual basis. This may reduce the tuition cost. If you are accepted to the academy, do not create a P.O. for an invoice until we announce whether there will be a tuition reduction.**



WE HOPE YOU'LL CONSIDER BEING PART OF THE 2023 LEADERSHIP ACADEMY CLASS!

[Click here to learn more about the Center for Local Government](#)



[Click here to learn more about the Miami Valley Risk Management Association](#)



[Click here for additional classes offered by the Xavier University Public Sector Leadership Program.](#)