

# Join Center for Local Government Leadership Academy Class 11



**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 from Center for Local Government or Miami Valley Risk Management Association member jurisdictions. *(1 per community during the first round of applications).*

**COST:** \$930/participant

**(Price may reduce if grant funding is secured)**



## What is the purpose of the Leadership Academy:

1. Provide an affordable leadership and management skill development opportunity for local government employees.
2. Build relationships between employees of neighboring communities— leading to future collaboration.

Classes are taught by 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.

## What does participation entail?

The Leadership Academy consists of 1 class per month from March to August. Classes are held at local government facilities around the region. Classes last from 9am until either 3pm or 4pm.

Each class focuses on an aspect of local government management. Some classes will include “showcases,” which will feature additional local professional development opportunities. Learn more about each class on the upcoming pages.





# The Center for Local GOVERNMENT

## 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 encompasses a WIDE VARIETY of positions. For example, prior Academies 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.

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## WHY SHOULD I PARTICIPATE?

- You will learn leadership and management techniques from a mix of practicing local government professionals, instructors from local universities, and other subject matter experts.
- You will have a choice of one of two courses taught by Xavier University, alongside other local government and business professionals.
- You will have an opportunity to meet and build relationships with people on a similar career track from neighboring jurisdictions.
- Over 200 Leadership Academy graduates can be found today sharing information or working together on projects on behalf of their communities. Leadership Academy alumni also teach our Human Resources, Budgeting & Finance, and Economic Development & Land Use classes.



## HOW DO I SIGN UP?

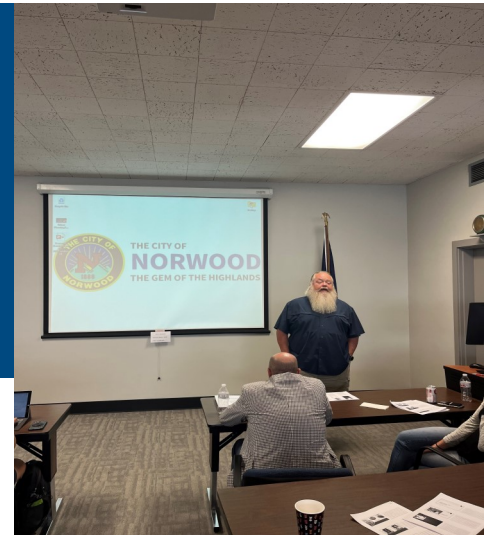
[Click here to fill out the application form](#). Then have your Chief Administrative Officer sign the [Leadership Academy authorization form](#) and e-mail it to [TWhite@C4LG.org](mailto:TWhite@C4LG.org). We require the form for three reasons:

- The Leadership Academy will consist of six full-day classes plus one half-day. That is a significant time commitment;
- It is important that you have a conversation with your Chief Administrative Officer about your leadership ambitions prior to starting the academy;
- **Due to increased demand, we may not be able to accept more than one person per government. Please see the detailed registration information on the final page for additional information.**



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# What Classes will I take?



## **LOCAL GOVERNMENT 101**

**Date:** Wednesday March 20, 2024

**Location:** Hamilton County Coroner's Office (4477 Carver Woods Dr, Blue Ash, OH 45242)

**Time:** 9:00am-3:00pm

This class provides an introduction to the Leadership Academy and an overview on local governments and their various structures and roles. There will be group exercises putting you in the role of the Administrator, elected official, or other government officials. This class will also cover topics such as ethics, open records, and other issues of legal importance. Finally, you will have a chance to meet your fellow participants and hear from previous participants about how best take advantage of the Leadership Academy. This class is instructed by Ohio Plan Executive Director Michael Hinnenkamp.

### **Showcase: Chief Administrative Officer Roundtable Discussion**

Five CLG member governments have Chief Administrative Officers who have graduated from the Leadership Academy. Leadership Academy graduates Michael Norton-Smith (Madeira City Manager), Marcos Nichols (Trenton City Manager), Jack Kuntz (Brookville City Manager), David Lumsden (Glendale Village Administrator), and possibly others will discuss their career paths, how to best leverage the Leadership Academy experience, and will take your questions.



**Ohio Plan Executive Director  
Mike Hinnenkamp leading a discussion during Local Government 101**





## The Center for Local GOVERNMENT

### **XAVIER UNIVERSITY LEADERSHIP EXPERIENCE**

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

#### *Effective Decision Making*

**Date:**           **April 24, 2024**

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

**Time:**           **8:00am-4:00pm**

In this fast-paced world, a person's and their team's effectiveness in getting things done at work depends on decision-making. How a person manages their time, what meetings they go to, and the work their team focuses on are all based on effective decision-making methods. In this one-day program, participants will explore various ways and methods to make decisions as both an individual and as a leader. Then, the program will focus on how to build a culture of effective decision-making within an organization. Real-world examples and interactive activities will guide discussions and showcase examples of great and not-so-great decision-making skills.

### **OR**

#### *Creative Problem Solving*

**Date:**           **May 2, 2024**

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

**Time:**           **8:00am-4:00pm**

This highly-interactive, fun, and fast-paced session provides a framework for understanding and applying tools to meet real business needs. You will walk away from this session with increased confidence to generate creative ideas, techniques to recognize/replace unproductive thinking patterns, and a methodology to foster creative potential and innovation. Participants are encouraged to think about real-life organizational problems and bring these situations to the program to discuss and brainstorm together. By walking through these problems together, participants will learn the steps to creatively solve problems.

*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.**



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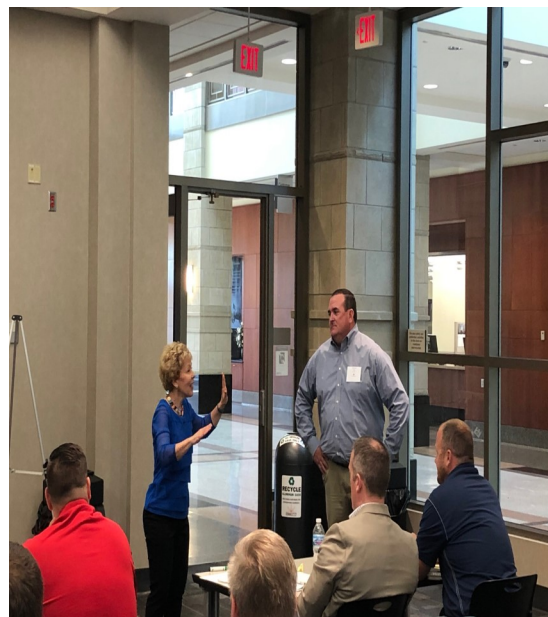
## COMMUNICATING IN THE WORKPLACE AND IN PUBLIC

**Date:** May 15, 2024

**Location:** City of Mason (6000 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 Joe Schneider, two experts in communication who have worked with a number of our communities.



## HUMAN RESOURCE MANAGEMENT

**Date:** June 12, 2024

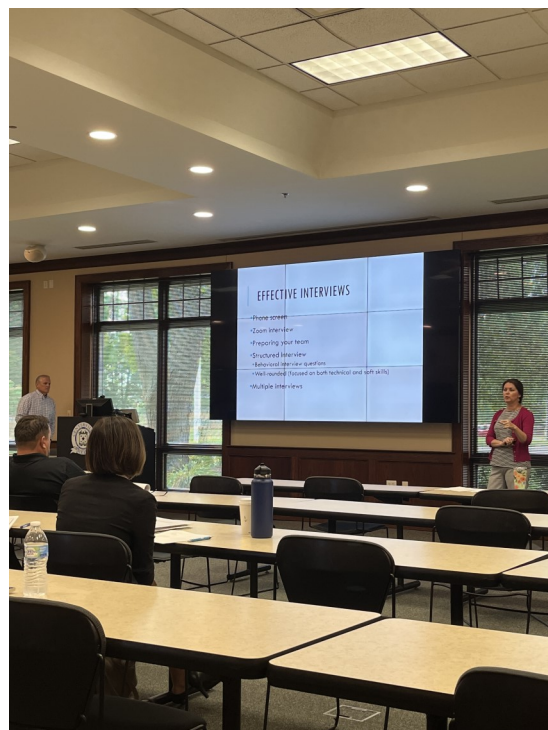
**Location:** City of Centerville Police Dept (155 W. Spring Valley Pk. Centerville, OH 45458)

**Time:** 9:00am-4:00pm

**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, the City of Loveland, and 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.

### Showcase: Continuing Your Education

Representatives from Xavier University, University of Cincinnati, Northern Kentucky University, Wright State University, and the University of Dayton will discuss public sector related graduate degree and leadership certificate opportunities.





# The Center for Local GOVERNMENT

## BUDGETING AND FINANCIAL PRINCIPLES

**Date:** July 17, 2024

**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).

### Showcase: Professional Organizations

Representatives from the Cincinnati Area Management Association (CAMA), the Dayton Area Management Association (DAMA), the American Society for Public Administrators (ASPA), and other professional organizations will discuss what you can do to be a member.



## LAND USE AND ECONOMIC DEVELOPMENT

**Date:** August 21, 2024

**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. Caroline McKinney from Liberty Township, Jennifer Patterson from Monroe Thomas McIntyre from Liberty Township, and P.J. Ginty from Deerfield Township lead this class, along with additional guests from around the region.

### Showcase: The Spooky Nook Sports Complex

Learn about how the City of Hamilton redeveloped a paper factory into one of the premier sports complexes in the country.



**Stay for the optional post– Leadership Academy Happy Hour**





# The Center for Local GOVERNMENT

## LEADERSHIP ACADEMY GRADUATION AT THE CENTER FOR LOCAL GOVERNMENT ANNUAL MEETING

**Date:** September 11, 2024

**Location:** TBD

**Time:** Registration: 11am -11:30am; Program: 11:30am-1pm

You will be honored at the 2024 Center for Local Government Annual Meeting. The location for the Annual Meeting is TBD, but expect to hear about a location and a featured speaker during mid-summer.

Previous speakers have included people such as Thane Maynard (Cincinnati Zoo), Phil Beck (Project Manager for the Banks Development), FC Cincinnati front office officials, and others.

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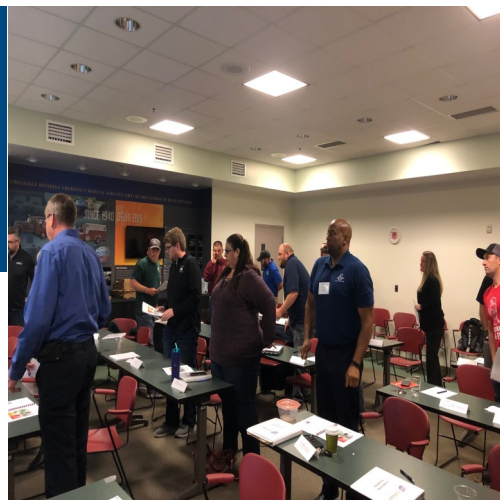
### CLG Leadership Academy Graduating Class Photos





## What is my commitment?

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 over-night 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 CLG. Please seek out T.J. White ([TWhite@C4LG.org](mailto: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. This form will ask 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 moments for networking.** 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.





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# How do I apply to the 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 March 1, 2024**
  - 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 applicant per government.***
- **If your community has more than one applicant:**
  - If there are remaining slots after the application period has closed, all governments with multiple applicants will be placed in a lottery to determine who can send an additional applicant this year.
  - If your community is NOT selected for an additional applicant, the Chief Administrative Officer will select an attendee for this year and will select one to defer to a future year.
  - Depending on availability, there may be an opportunity for a second applicant from one community to enter the Academy after the initial 20 slots have been filled. However, to do this, that applicant will have a higher tuition amount. *Governments with multiple applicants will be notified of this opportunity if it becomes available.*
- **Finally, the cost for the Leadership Academy is \$930 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.**
- **Please direct any questions to TWhite@C4LG.org.**