

Immersion Workshops to Support Newly Elected Leaders



Innovative Workshops for Newly Elected Municipal Leaders

January 19–20, 2018

January 26–27, 2018

Infinity Park Event Center
Glendale, CO

A Knowledge Continuum for Elected Officials

Supporting the success of our newly
elected leaders through active
learning, immersion training
and real-life instruction



A Knowledge Continuum for Elected Officials

CPS HR  CONSULTING

The Institute for Excellence in Governance

Governance is the way rules, norms and actions are structured, sustained, regulated and held accountable.

We believe elected officials want to do their best in governance and setting policy for their community. Most have been living their lives as constituents and now find themselves, newly elected, with a great responsibility of which they know little. It is this seismic shift coupled with the substantial learning curve that the Institute for Excellence in Governance (IEG) desires to influence.

IEG brings current and past elected officials and appointed staff to discuss what really happens behind the doors of government. The format is small group and intimate conversation where experiences and answers are shared.

IEG is about the understanding and awareness of what it means to be leaders in discussions and debates that will influence, affect and change their communities. This program leverages decades of research, experience and insights to guide elected officials on a well-established path to excel as statesmen in their actions of governance.

Support Continues After the Workshop

We believe what happens after the workshop is as important as what happened during it.

We provide ongoing support to elected officials as they begin navigating the gauntlet of challenges they will face. The class structure is intentionally designed to provide support and connection which allows participants to continue to share with each other long after the workshop.



School of Public Affairs

UNIVERSITY OF COLORADO DENVER

University of Colorado Denver Certificate of Completion

University of Colorado Denver, School of Public Affairs (SPA), is collaborating with the Institute for Excellence in Governance to provide a Certificate of Completion for this program through the School of Public Affairs Institute. SPA is a top-rated school of public affairs and offers leadership, professional development and degree-granting programs to elected officials and public sector professionals across Colorado and the US.



Endorsements

"IEG's 'for us, by us' approach is a valuable addition to the training options available to Colorado's local elected officials. Ms. Brinkman brings an authentic, first-hand perspective to teaching governing body best practices."

– **Tami Tanoue**, General Counsel/Deputy Executive Director, CIRSA

"As an association dedicated to the most effective administration of local governments, CCCMA enthusiastically supports this opportunity for learning and growth for our elected officials. This is a great partnership in learning for our electeds and managers."

– **Wesley LaVanchy**, President Colorado City and County Managers Association

"NWCCOG's role is to support our member jurisdictions. Helping newly electeds get off to a strong start is right on target with our mission. Perhaps someday this kind of training will be the norm, but until then kudos to IEG and CPS HR for addressing a great need."

– **Jon Stavney**, Executive Director Northwest Colorado Council of Governments

IEG Session Lineup

A two-day interactive and engaging course is designed to fully prepare and immerse elected officials into the role of being effective, aware and intentional members of the governing board.

The focused sessions are designed to maximize effectiveness and ensure that relevant knowledge and information is presented.

Expanded session descriptions are available at cpshr.us/IEG

Session	Learning Objective	Speakers
Communications and Relationships These sessions will focus on the relationships within the municipal organization/system. Specifically what is expected of council members in each of these relationships and what they should expect from these relationships. A panel of elected and appointed officials will share their successes and failures with the attendees.	<i>This dynamic exchange of lessons learned and advice from experienced leaders will provide attendees a strong basis for which to move forward with their own council, staff and public.</i>	» Cathy Noon, Mayor, Centennial, CO » Thad Renauld, City Attorney, Frisco, Edgewater and Beaver Creek, CO » Jim Sanderson, City Manager, Greenwood Village, CO » Barb Cleland, City Council, Aurora, CO
Things that Matter and Things that Don't This session covers the laundry list of distractions that take council members off task, drive them into the weeds, clog staff's desks, etc. It will also cover what can't be ignored and why. This session includes active participation opportunities to discern priorities and pitfalls.	<i>Attendees will develop a system for critical thinking and prioritizing. An exchange of ideas and solutions will enable attendees to develop their own set of skills to keep them on track when temptation knocks.</i>	» Cathy Noon, Mayor, Centennial, CO » Barb Cleland, City Council, Aurora, CO
Doing Your Homework This session will focus on learning how to read a packet, what's important, what needs more attention, what you can ignore, etc. The session will also delve into how to gather additional information, when you need it, how to share it, how to use it and provide recommendations to reduce information overload.	<i>Attendees will develop healthy habits so they show up at meetings prepared and informed.</i>	» Bruce Stahlman, Past Mayor Pro Tem, City of Littleton, CO » Jim Sanderson, City Manager, Greenwood Village, CO
Making Decisions This session will provide analytical tools and tips for handling the variety of decisions that council members need to make. It will also focus on what happens after decisions are made.	<i>Attendees will be more confident as they approach the tough decisions knowing that they can apply the lessons from this session to both the big decisions and the small ones.</i>	» Ron Rakowsky, Mayor, Greenwood Village, CO
Council Meetings This session will focus on all aspects of the council meeting. Instruction will include how to read and follow an agenda, parliamentary procedure, motions and amendments, discussion amongst council and the differences between types of meetings. Attendees will participate in a mock council meeting where all matter of interesting events will be pre-planned to occur.	<i>Attendees will gain the confidence to know when and how to speak in a meeting including making a motion, amending a motion and how to discuss an agenda item. They will also have a complete understanding of how the meeting is structured and how to work with staff during a meeting.</i>	» Marc Williams, Mayor, Arvada, CO
Oh, Know You Don't Newly elected officials have a lot of ideas and lots of energy but that combination can land them in a lot of trouble if not guided into a constructive direction. The focus will be on mistakes made and lessons learned. Speakers will speak from experience on avoiding the pitfalls, surviving failure, learning from everything, falling and getting up.	<i>Attendees will gain a level of confidence from this session that will serve as a tool they can use as they navigate through their first years on council.</i>	» Tim Gagen, Retired City Manager, Breckenridge and Commerce City, CO
Time Management Learning how to add the demands of council into an already busy schedule is important. On the other hand, it's just as important to learn how to handle the demands of council if you have a light schedule (retired) so that you don't make it a full-time job.	<i>Attendees will walk away with a number of tools they can use to manage their time and maintain their life.</i>	» Heidi Williams, Mayor, Thornton, CO » Tim Gagen, Retired City Manager, Breckenridge and Commerce City, CO
How to Sell What They're Buying This session will provide a multitude of ideas for council members to use to keep the lines of communication open with their constituents. Social media now plays a key role in how we communicate and using this medium to its greatest effectiveness will be explored.	<i>Attendees will develop a strong game plan for an ongoing outreach effort for their constituents.</i>	» TBD

IEG Immersion Workshops for Newly Elected Leaders

We are offering two workshops in January. Please consider splitting up three or more attendees from your community in order to allow for diversity of participant communities.

Dates

January 19 – 20, 2018
January 26 – 27, 2018

Friday session begins at 8 a.m. and will conclude at 5 p.m. There will be a reception and dinner from 5:30 - 8:30 p.m. It is required that attendees participate in this relationship-building opportunity. The reception and dinner are included in the workshop fee.

Saturday session begins at 8 a.m. and will conclude by 5 p.m.

Location

Workshops

Infinity Park Event Center
4400 E Kentucky Ave., Glendale, CO
» Complimentary Parking

Overnight Guests

Workshop attendees will enjoy a reduced rate of \$129. Register here:

January 19 – 20: bit.ly/IEGJanuary19
January 26 – 27: bit.ly/IEGJanuary26

Hotel is less than two blocks from event center.

Hampton Inn & Suites
4150 E Kentucky Ave., Glendale, CO
303.692.1800

Price

\$1,399 First attendee
\$1,299 Each additional attendee

Price includes:

- » Meals and refreshments during workshop
- » All handouts, books and guides
- » Wi-Fi at the workshops
- » Certificate of Completion from UCD
- » Membership in the IEG Attendee Support Community

Register online at bit.ly/IEGRegister



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BY CPS HR CONSULTING

Immersion Workshop to Support Newly Elected Leaders

January 2018

- » Innovative Workshop
- » Active Learning
- » For Elected Officials by Elected Officials

720.224.1314

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