

Art of Management

For the second year in a row, CCCMA is pleased to offer a pre conference workshop for first time managers. In an attempt to highlight the value and absolute necessity for soft skills that you don't learn in school, managers from across the state share their stories and lessons learned.



All CCCMA members are welcome to attend, however, space is limited and the program has been designed for managers appointed within the last 5 years. (Choose arrive at 8:30am on Weds when you register.)

Wednesday, February 5th

8:00 a.m.-3:45 p.m.

Working Agenda

| Time | Topic | Speakers |
|-------------|-----------------------------------------------------------------------------|------------------------------------------------------------------|
| 8:00 | Registration | |
| 8:30 | Welcome and Introduction | Mark Deven CCCMA President/City Manager, City of Arvada |
| 8:45 | Leadership 101: | Russell Forrest, City Manager, City of Gunnison |
| – | • Primer on basic leadership skills, including management versus leadership | Nina Vetter, District Manager, Pueblo West Metro District |
| 9:45 | • Highlights from <i>What Got You Here, Won't Get You There</i> | |
| | • Interactive Exercise: Leadership Assumptions | |
| 9:45 | Break | |
| 10:00 | Managing your Human Resources | Darrin Tangeman, City Manager, City of Woodland Park (Moderator) |
| – | • Hiring from a Manager's Perspective | |
| 11:15 | • Coaching and mentoring | Frank Lancaster, Town Administrator, Town of Estes Park |
| | • Holding team members accountable/ making tough HR decisions | Demetrius Parker, Human Resource Manager, Jefferson County |
| 11:15 | Toughest Management Challenges | Tim Gagen (moderator) |
| – | | Table Top Leads: |
| 12:15 | Roundtable discussions | |
| 12:15 | Lunch (provided by CCCMA) | |
| – | | |
| 12:45 | | |
| 12:45 | Manage your Relationships | Bill Bell, City Manager, City of Montrose |
| – | A panel discussion to share lessons learned | Michelle Kivela, Town Manager, Town of Parker |
| 1:45 | • Council | |
| | • Directors & Employees | |
| | • Community | |
| 1:45 | Break | |

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| 2:00 | Roundtable Breakouts | Moderators: Heather Balser and Darrin Tangeman |
| | Women in Leadership Roles | <i>Jennifer Hoffman, City Manager, City and County of Broomfield</i> |
| | First Time Managers | <i>Michelle Kivela, Town Manager, Town of Parker</i> |
| | Non Traditional Path | <i>Nina Vetter, Pueblo West District Manager & Former U.S. State Department background</i> <i>Alisha Janes, Assistant to City Manager at Brighton & Former long-time Denver and Houston School District Teacher and Staff</i> <i>Darrin Tangeman, City Manager, Woodland Park & Former U.S. Army Special Forces Officer</i> |
| | Legislative Process & Updates, TABOR, Working w Counties/Cities | <i>Kevin Bommer, Executive Director, CML</i> <i>Michelle Halstead, Director of Communications and Administrative Services, Arapahoe County</i> <i>Don Davis, Jefferson County Manager</i> |
| | City Council and Manager Roles | <i>Sam Light, CIRSA General Counsel</i> |
| 3:00 | Meet a Mentor! | Moderators: Frank Lancaster and Nina Vetter |
| – | | Tee up with importance of having a team of |
| 3:30 | | advisors/coaches/mentors |
| 3:30 | Closing | Russell Forrest, City Manager, City of Gunnison |
| 4:00 | CCCMA Opening Keynote | |



First time managers that need assistance with the additional night's lodging can contact denise@coloradoccma.org for scholarship opportunities.