

## Art of Management



For the second year in a row, CCCMA is pleased to offer a pre conference workshop for first time managers 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 5<sup>th</sup> 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	<b>Leadership 101:</b>	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	<b>Break</b>	
10:00	<b>Managing your Human Resources</b>	Darrin Tangeman, City Manager, City of Woodland Park (Moderator)
–	• Hiring from a Manager's Perspective	Frank Lancaster, (ret) Town Administrator
11:15	• Coaching and mentoring	Demetrius Parker, Human Resource Manager, Jefferson County
	• Holding team members accountable/ making tough HR decisions	Heather Balsler, City Manager, City of Louisville
11:15	<b>Toughest Management Challenges</b>	Tim Gagen (Moderator)
–	Facilitated discussions to think critically around complex financial, city/county, and council and employee situations	Table Top Facilitators: Brent McFall, Greg Schulte, Bill Bell, Lee Merkel, Joanne Spina
12:15	<b>Lunch</b> (provided by CCCMA)	
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12:45		
12:45	<b>Manage your Relationships</b>	Bill Bell, City Manager, City of Montrose (Moderator)
–	A panel discussion to share lessons learned	Michelle Kivela, Town Manager, Town of Parker
1:45	• Council	Mark Deven, City Manager, City of Arvada
	• Directors & Employees	
	• Community	

1:45	<b>Break</b>	
2:00	<b>Roundtable Breakouts</b>	Moderators: Heather Balsler and Darrin Tangeman
	Women in Leadership Roles	Michelle Kivela, Town Manager, Town of Parker Kathy Hodgson, City Manager, City of Lakewood Jane Brautigam, City Manager, City of Boulder
	First Time Managers	Jennifer Hoffman, City Manager, City/County of Broomfield Travis Machalek, Town Administrator, Town of Estes Park Nina Vetter, District Manager, Pueblo West Metro District
	Non Traditional Path to Local Government	Alisha Janes, Assistant to City Manager, City of Brighton Darrin Tangeman, City Manager, City of Woodland Park
	Legislative Process & Updates, TABOR	Kevin Bommer, Executive Director, CML
	Working w Counties/Cities	Michelle Halstead, Director of Communications and Administrative Services, Arapahoe County Don Davis, County Manager, Jefferson County
	City Council and Manager Roles	Sam Light, CIRSA General Counsel
3:00	<b>Meet a Mentor!</b>	Moderators: Frank Lancaster and Nina Vetter
–		Tee up with importance of having a team of
3:30		advisors/coaches/mentors
3:30	<b>Closing</b>	Russell Forrest, City Manager, City of Gunnison
4:00	<b>CCCMA Opening Keynote</b>	



First time managers that need assistance with the additional night's lodging can contact [denise@coloradoccma.org](mailto:denise@coloradoccma.org) for scholarship opportunities.