

## What is a MATI® course and what can I learn?

The Municipal Administrator’s Training Institute, or “MATI®” programs described below are professional development courses offered by Capilano University in partnership with the Local Government Management Association of BC (LGMA). Offered in a six day residential format, these interactive courses are designed to provide essential knowledge and skills needed by staff in local governments, related organizations, and First Nations governments in BC.

Join the hundreds of local government professionals around the province, including CAOs, managers, and technical and administrative staff who have taken one, some, or all of these MATI® courses.

### MATI® Advanced Communication Skills for Local Government Professionals (PADM 205)

**April 16 - 21, 2023**

**Venue:**  
 Richmond Radisson Hotel  
 Richmond, BC

- Learn communication essentials – listening and open question techniques
- Manage difficult conversations and improve skills for resolving conflict
- Practice coaching and negotiating skills
- Improve council-staff communication
- Get advice on your own communication challenges
- Communicate better with diverse populations
- Learn public consultation approaches and techniques
- Discover best practices for communicating with and through the media



### MATI® Managing People in Local Government Organizations (PADM 207)

**May 7 - 12, 2023**

**Harbour House Hotel**  
 Salt Spring Island, BC

- Learn how to manage the performance of your department and organization
- Better understand labour relations and how to resolve issues
- Engage and motivate your staff
- Review and develop approaches to your “hire to retire” obligations to staff
- Learn recruitment, selection, interviewing do’s and don’ts
- Review succession planning essentials – forecasting, budgeting, and knowledge transfer
- Get advice on resolving your employee relations and workplace issues
- Learn how to build effective teams
- Discover employee professional development options to support future leaders

### MATI® Leadership in Local Government Organizations (PADM 204)

**October 15 - 20, 2023**

**Bayside Resort Hotel**  
 Parksville, BC

- Assess your leadership strengths and competencies
- Improve interpersonal skills
- Learn to build collaborative relationships and consensus
- Coach, mentor, and inspire others
- Build better business cases and learn project management skills
- Focus on maintaining work-life balance, productivity, stamina, and sanity
- Learn the difference between leading and managing
- Develop new approaches to your leadership challenges
- Learn essential leadership skills and practice their application through simulation exercise – “A Day in the Life of a Senior Management Team”
- Discuss effective strategic and corporate planning practices

## MATI® Community Planning in Local Government Organizations (PADM 208)

November 26 -  
December 1, 2023

Harbour House Hotel  
Salt Spring Island, BC

- Work with some of the most highly regarded planners in BC, and build a network of local government and planning colleagues
- Learn to work more effectively with Council/Board and community members on planning and development issues
- Develop a critical understanding of various planning approaches
- Learn to administer various land-use permits, regulations, bylaws, and subdivision processes
- Learn to apply the principal approving officer tools
- Learn to effectively oversee land-use planning consultants
- Bring a challenging planning issue to discuss with planning experts and colleagues
- Take home a planning “tool kit” you can use on Monday morning

### At MATI® courses you will also:

- Improve skills with hands-on practice and interactive discussions
- Benefit from smaller class sizes with focus on student participation and discussion
- Receive advice from expert practitioners on your workplace challenges and issues
- Develop a network of local government colleagues and exchange experiences and resources with them
- Have one-to-one access to prominent local government leaders
- Have fun while you are learning!

### How do they fit with my career plans?

Get the essential skills and training you need to be more effective in your current position, and move into more senior leadership roles. When taken for credit, Capilano MATI® courses can be applied toward the Local Government Administration or Leadership Development Certificates, Advanced Certificate, or Diploma at Capilano University. For information about Board of Examiners Certificates and funding assistance, see the [Board of Examiners website](#).

### Other MATI® Courses

Please see the Local Government Management Association website for more information on MATI® Foundations and MATI® for Approving Officers: [www.lgma.ca](http://www.lgma.ca).



### 2023 MATI® Times and Fees

**Course Times:** Each course is offered in residence for six consecutive days; Sunday afternoon to following Friday.

**Fees:**  
\$3,250 + GST (Non-member)  
\$2,980 + GST (LGMA member)  
(This is an all-inclusive fee which covers tuition, course materials, accommodation, and meals).

LGMA members are entitled to a discounted rate.

**To register and for further information, contact:**

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