

**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. The following four courses are being offered in 2019, and full course brochures will be available for each starting in January 2019, which will confirm course location.

**MATI Advanced Communication Skills for Local Government Professionals (PADM 205)**  
 April 28 - May 3, 2019  
 Bowen Island Lodge  
 Bowen Island, 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
- Learn about social media and Web 2.0 effective practices



**MATI Managing People in Local Government Organizations (PADM 207)**  
 May 26 - 31, 2019  
 Bowen Island Lodge  
 Bowen 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)**  
 June 16 - 21, 2019  
 Bowen Island Lodge  
 Bowen Island, 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

**New Location!**

## **MATI The Successful CAO - Local Government Advanced Management (PADM 308)**

**November 3 - 8, 2019**

**The Cove Lakeside Hotel  
West Kelowna, BC**

- Create an action plan that includes strategies for success that address your specific local government situation
- Describe success in the CAO role and assess your strengths, weaknesses, and capacity in relation to it
- Define the critical roles and responsibilities of the CAO
- Improve your understanding of the nature and strategic importance of CAO relationships with other key actors
- Analyze ethical issues and recommend strategies to address them
- Evaluate challenging local government scenarios and recommend solutions
- Identify strategies for supporting Council and Board effectiveness
- Leave with a plan to continue to develop your CAO knowledge and skills for long-term success

### **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
- Obtain professional feedback from a registered psychologist and executive coach
- Receive a resource binder that includes sample documents, checklist, and charts you can use Monday morning following the course
- 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](#), or search for Local Government Staff and Development on the Government of BC website [www2.gov.bc.ca](http://www2.gov.bc.ca).

### **Other MATI Courses**

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



**Some courses fill quickly...register early!**

### **2019 MATI Times and Fees**

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

**Fees:**

\$3000 + GST

LGMA members are entitled to a discounted rate of \$2730 + GST upon course completion.

(Note that fees include tuition, all course materials, accommodation, and meals. Funding Assistance is available through the Board of Examiners.)

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

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