



# PADM 210 Management Fundamentals for Local Government Professionals

Spring 2023  
Kelowna, BC

**T**his course has been specifically designed for new, improving, and aspiring managers working in local government organizations in BC. Through it you will gain foundational knowledge and skills related to managing staff, managing work, and managing self. This will assist you to become more effective in your current or future role as a manager in a municipality, regional district, First Nation government, or related organization.



Course topics and skill areas will include effective interpersonal communications, team leadership, workload planning and management, and essential human resource knowledge.



This is an interactive course in which you will have the opportunity to assess your strengths and areas for improvement, examine best practices effective managers use, apply your new learning directly in your workplace, and leave with an action plan for your future growth.

# Time and Place – Spring 2023

Two 3-day sessions: 8:30 am - 4:30 pm

February 2, 3, 4 and March 9, 10, 11, 2023

Ramada Hotel, 2170 Harvey Avenue, Kelowna, BC

## WHAT YOU'LL LEARN

Through this course you will:

- Identify and define roles, responsibilities, and core competencies for managers in a local government context. Discuss specific challenges as a new manager
- Examine and discuss effective management approaches, principles, and best practices presented in course readings and by senior professionals in the field
- Assess your strengths and areas to develop in relation to core management competencies, skills, and knowledge
- Develop self-awareness related to communication and people management styles and preferences
- Practice and demonstrate effective interpersonal communication skills relating to coaching, negotiating, and managing difficult conversations, and receive direct feedback
- Explore team management tools and techniques and apply them to real-world scenarios
- Learn key human resource responsibilities for managers and supervisors, including hiring, developing, and managing the performance of employees in a union environment
- Review and apply time and workload management tools and approaches
- Leave the course with your own action plan for continued learning and improvement

## LEARN FROM EXPERTS IN THE FIELD

With instructor, **John Leeburn**, BCom, MBA, Organizational Development Consultant, and former Chief Administrative Officer, classes are designed to be highly interactive and provide you with practical tools you can put to use immediately.

## REGISTRATION AND INFORMATION

To register, complete the **Student Information Form** available at:

[www.capilanou.ca/local-govt/](http://www.capilanou.ca/local-govt/) and email form to [adelaney@capilanou.ca](mailto:adelaney@capilanou.ca)

or for more information, contact **Jamie McEwan**, Chair, School of Public Administration – Local Government Programs, Capilano University, 604-314-7185, [jamiemcewan2@capilanou.ca](mailto:jamiemcewan2@capilanou.ca)

## FEES AND CREDITS

This three credit course may be taken as an elective for the Certificate, Advanced Certificate and Diploma Programs in Local Government Administration at Capilano University. It is also an elective course for our **Local Government Leadership Development Certificate**. The course fee is approximately \$1175 and includes texts. Course funding assistance is available from the **Board of Examiners**, and the **Local Government Management Association**. Students also have the option to complete the **Insights Discovery Personal Profile Evaluator**, and receive a detailed report on their interpersonal style and approach to managing and being managed. Profile Evaluator Report fee is \$172.

Register  
Today!

Great Teaching

Great Programs

Great Future