



PADM 210 ONLINE Course
Management
Fundamentals for Local
Government Professionals

Spring 2021
Online over 8 weeks:
January 25 to March 19

This 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.

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

To register, complete the **Student Information Form** available at: www.capilano.ca/local-govt/ and email form to adelaney@capilano.ca or for more information, contact **Alison McNeil**, Chair, School of Public Administration – Local Government Programs, Capilano University, 604-990-7907, amcneil@capilano.ca

ONLINE COURSE INFORMATION

Online course over 8 weeks

January 25 to March 19, 2021

Course will include self-paced learning and live online class sessions. Live online class session times are every Thursday 12:00 - 1:30 pm, except March 4. Week of March 1-5 will have a 90 minute meeting (scheduled with instructor).

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 \$1100 and includes all texts and materials. Funding assistance is available from the **Board of Examiners website**, or search for Local Government Staff and Development on the Government of BC website www2.gov.bc.ca.

**Register
Today!**

Great Teaching

Great Programs

Great Future