



**February 2023**

# MATI® The Successful CAO: Local Government Advanced Management PADM 308

**Coming to  
West Kelowna!**

Thursday February 9 to Tuesday February 14, 2023  
The Cove Lakeside Hotel, West Kelowna

## What's it all about?

This exciting MATI® course provides current and aspiring Chief Administrative Officers (CAOs) with strategies for long-term success in this senior executive position. Designed by educators and experienced CAOs, the focus is on management knowledge and skills unique to this role in BC municipalities, regional districts, and First Nations governments.

This course explores the many facets of the CAO role, equipping you with practical knowledge, tools, and techniques that will allow you to prepare for success and effectively manage the opportunities and challenges you face.

## Who is this course for?

This course is designed for new CAOs and aspiring CAOs (e.g. from senior management in local government) who seek to advance their knowledge and skills and build a supportive network of colleagues. It will also interest more experienced CAOs who are taking on a new position or seeking targeted training specific to the CAO role.

## Come prepared to:

- Analyze and recommend solutions to real-world scenarios faced by CAOs
- Develop effective strategies and a personal action plan for long-term success
- Learn and be mentored by experienced CAOs
- Build your best practices toolkit for supporting council and board effectiveness
- Apply public interest and ethical decision-making frameworks to key issues
- Learn effective approaches to managing relationships, “up, down, and out”

**Register  
Today!**

**Great Teaching**

**Great Programs**

**Great Future**



# The Successful CAO: Local Government Advanced Management

## THE SESSIONS

In this intensive and interactive six-day course, you will work with educators and experienced CAOs to:

- 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 and emerging issues and recommend strategies to address them
- Evaluate challenging local government scenarios and recommend solutions
- Identify strategies for supporting Council and Board effectiveness
- Assess strategies for supporting effective teams, a positive organizational culture, and describe successful approaches to organization oversight and management
- Apply management models to analyze your current local government situation
- Leave with a plan to continue to develop your CAO knowledge and skills for long-term success

## AT ALL MATI® COURSES YOU WILL ALSO:

- Improve skills with hands-on practice and interactive discussions
- Benefit from small 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
- Have one-to-one access to BC local government leaders
- Receive a resource binder that includes materials you can use the day you go back to work
- Have fun while you are learning!

## TIME AND PLACE

Thursday February 9 to Tuesday February 14, 2023

The Cove Lakeside Hotel, West Kelowna

(course dates accommodate those who may wish to attend LGMA's 2023 CAO Forum, which starts the evening of February 14 in Kelowna)

## FEES

\$3,000 + GST (estimated). This is an all-inclusive fee which covers tuition, course materials, accommodation, and meals. LGMA Members are entitled to a discounted rate of \$2750 + GST (estimated). Funding assistance is available through the [Board of Examiners](#).

## CREDITS

When taken for credit, this MATI® course can be applied toward the Local Government Leadership Development Certificate, Local Government Administration Advanced Certificate or Diploma at Capilano University.

## HOW TO REGISTER & PRE-REQUISITES

For new CAOs and senior management who have already taken at least one of the following courses with Capilano University: MATI® Advanced Communications, MATI® Managing People, MATI® Leadership, or PADM 307 Ethics in Local Government.

If you are a current CAO (including an Acting or Deputy CAO), but do not meet the pre-requisites, please contact Linda Adams at [lindaadams@capilanou.ca](mailto:lindaadams@capilanou.ca). Registration for this course will open in September 2022. To get on a registration notification list and be contacted when registration opens and be sent the full brochure, contact Anna Delaney, Capilano University at [adelaney@capilanou.ca](mailto:adelaney@capilanou.ca) 604.990.7976.