



CSAC Institute in Southern California 2017/2018



Professional development classes for county managers and executives hosted by San Bernardino County

Leadership and Change: Practices to Move People and Organizations

Friday, 8 September 2017

Why change efforts fail - how to remove barriers

Explore change from the perspective of those affected. Discussions focus on design of a change process; practices to diagnose, interpret and select interventions; barriers; and creating an environment in which people can address adaptive change. *Bill Chiat* is Dean of CSAC Institute and has worked with hundreds of local agencies in crafting change.

Lifelong learning for county staff

Art & Practice of Organizational Leadership

Friday, 13 October 2017

Nature and dimensions of leadership

Engage in discussions of key practices in formal and informal leadership, particularly in achieving sustainable change; employee engagement and team-building; leadership when you're not in charge; and techniques for developing a vital workplace. *Dr. Frank Benest* is former city manager of Palo Alto and a noted expert in organizational leadership and management.

Financing California Counties: The History

Friday, 17 November 2017

The context of county-state revenue relationships

An in-depth history and evolution of county revenue sources provides the context for understanding funding decisions by the legislature and administration, and the current state-county funding relationships. Examines major elements in county revenues including: Prop 13, 172, 1A, VLF, Realignment, ERAF, and property tax allocations. *Diane Cummins* is Special Advisor to the Governor on State and Local Realignment.

Local Governance in California

Friday, 8 December 2017

JPA-Districts-LAFCo-COG-Cities: What do they all do?

An overview of local government structure and responsibilities in California with a focus on roles and

responsibilities of cities, counties, special districts and an alphabet soup of other local agencies.

Bill Chiat is CSAC Institute Dean and former exec. dir. of the CA Association of Local Agency Formation Commissions.

To Do or Not: Leadership in Decision Making

Friday, 12 January 2018

Tools for engagement

Join former Nebraska State Senator *Dave Landis* for this engaging and entertaining discussion of how to work with others to solve organizational problems. Examine a variety of problem solving and negotiation practices which will improve the likelihood of achieving your desired objectives. *Dave Landis* served in the Nebraska state senate for 28 years and is Lincoln, NB economic development director.

Financial Reporting and Budgeting for Nonfinancial Professionals

Friday, 9 February 2018

Understand and interpret county financial reports

Provides the tools for decision-makers – other than accountants and auditors – who need to understand government financial reporting statements, and strategies on how to read statements and auditor reports to identify critical information and what it means ... in plain English! *Laura Lindal, CPA*, is an experienced auditor and an instructor for the California CPA Education Foundation.

Talent Development and Succession Planning

Friday, 9 March 2018

Build organizational capacity from within the county

Confronts the retirement wave of baby-boomers leaving county government and explore strategies to create effective leadership development and succession planning programs. Highlights steps to get started and best practices to employ.

Dr. Frank Benest, former city manager and noted expert in succession planning. *Donna Vaillancourt*, Human Resources Director, San Mateo County.

Courses open to all county managers and executives

When Bad Things Happen: Managing the Media in Crises and Emergencies

Friday, 13 April 2018

Prepare for organizational scandals and crises

Focuses on communications principles required to respond to organizational crises. A set of steps are used to prepare a communications response, including role assignments, strategies to target affected audiences, key messages to tell the county's story, and delivering the response via the media and other vehicles. *Sheri Benninghoven, APR* is President of SAE Communications; *Scott Summerfield* is an expert in public agency strategic communications.

Complete the series and earn professional Credential



Managing Conflict with Comfort

Friday, 11 May 2018

Facilitate conflict constructively

Transform the most difficult circumstances into a satisfying experience for all involved. This course identifies constructive approaches to positively managing conflict. Participants analyze their own response to conflict and develop tools to assess and respond to difficult situations and create practical, positive outcomes. *Dr. Laree Kiely* is president of the Kiely Group and a professor at the USC Marshall School of Business.

Polishing the Presentation

Friday, 8 June 2018

For experienced presenters to 'up' their presentations

Better present ideas with conviction, control and poise – and without fear. Covers techniques for delivering professional presentations that get results. A model helps build self-confidence and avoid common mistakes which turn off audiences. *Bill Chiat* is Dean of the CSAC Institute and an accomplished presenter with city, county and state governments

All courses held in San Bernardino from 10:00 am to 3:30 pm. Registration is an affordable \$149/class and includes lunch and materials. Save \$20/class by registering for three or more classes at the same time. Save even more by registering for the entire 10-class Credential series and get a free extra class.

Learn more and register at www.csacinstitute.org



A service of the California State Association of Counties, and the California Counties Foundation, Inc.