



Maine Municipal Association

MCAPWA  
60 COMMUNITY DR  
AUGUSTA ME 04330

# Supervisory Leadership in Public Works Programs

## PART I

### **GORHAM**

#### **Municipal Offices**

75 South Street

Multi-Purpose Room

April 15-17, 2014

## PART II

### **GORHAM**

#### **Municipal Offices**

75 South Street

Recreation Department

Multi-Purpose Room

May 20-22, 2014

8:00 a.m. to 4:30 p.m.

## Hosted By:

Maine Chapter of American Public  
Works Association

Maine Local Roads Center

Maine Municipal Association

Quality Leadership Network

# Supervisory Leadership in Public Works Programs

## Part I & Part II

This six-day program is designed for supervisors and focuses on developing leadership and communication skills; setting performance expectations; improving performance; and other issues supervisors face in today's workplace. An active pace is punctuated with discussion, technique enhancement, and role play to develop confidence.

Each day's program will begin at 8:00 a.m. and conclude by 4:30 p.m. Lunch will be provided, along with a mid-morning and mid-afternoon break offering beverages and snacks. The cost is \$395.00 per person for Parts I & II. (If you have already attended Part I—there is NO COST to attend Part II)

Each part is only being offered as a full three-day workshop. We will not be accepting partial registrations. **PLEASE NOTE:** Registrations are based on a first-come, first-served basis. (PARTS I & II are limited to 25 new participants.)

### PART I – April 15-17, 2014

#### TRAINER – MICHAEL SCHULDE

Mike is the principal of Quality Leadership Network, which helps clients achieve their performance objectives through leadership development, process, improvement, teamwork, and customer focus. He has consulted and provided training and development services for 25 years to organizations in industry, service, government and non-profit sectors. He also led the training activities for the Connecticut Business and Industry Association and Hartford Life Insurance.

Mike holds a Master's degree in Organizational Behavior and teaches management, business policy, and other courses as an adjunct professor at several colleges and universities.

### DAY ONE – April 15

#### Topics

- Effective Leadership
- Promoting Motivation
- Improving Communication Skills

### DAY TWO – April 16

#### Topics

- Orienting and Training Employees
- Planning, Organizing, and Objective-Setting
- Coaching & Feedback Skills
- Correcting Problem Behaviors & Unsatisfactory Performance

### DAY THREE – April 17

#### Topics

- Managing Performance
- Maximizing Performance with Performance Reviews
- Managing Change & Conflict
- Promoting Teamwork
- Group Problem-Solving Techniques

### PART II – May 20-22, 2014

### DAY ONE - May 20

#### Morning

- Municipal Paving Operation
- Roadway Surface Preparations
- Hot Bituminous Mix Materials

#### Afternoon

- Record Keeping
- Communication with the Public
- Dealing with the Media

### DAY TWO – May 21

#### Morning

- Roadway Legal Issues
- Maine's Local Highway Law
- Maine's Tort Claims Act

#### Afternoon

- OSHA and ME BLS Compliance
- Compliance Checklist
- Required Training
- Maintaining Records
- Equipment Inspections
- Facility Inspections

### DAY THREE - May 22

#### Morning

- Intro to Surveying and Layouts
- Tools of the Trade
- Measuring Horizontal & Vertical Distances/Elevations, Field Books/Note Taking (PPT thru "Field Books/Notes)
- Plan Reading

#### Afternoon

- Field Exercises Involving:
- Plan Reading
  - Shooting Grades
  - Measuring Quantities & Distances
  - Hi Tech Station
  - Culvert Station
  - Parking Lot Lay Out
  - Competition

Followed by a short ceremony and presentation of certificates by MCAPWA Board Members and staff from Maine Local Roads Center.

### FEE

\$395.00 per person for Parts I & II. The fee includes food, refreshments, handouts and six days of high caliber training. (If you have already attended Part I—there is NO COST to attend Part II)

### REGISTRATION INFORMATION

You can register on MMA's website at: [www.memun.org/TrainingResources/WorkshopsTraining.aspx](http://www.memun.org/TrainingResources/WorkshopsTraining.aspx); fax your registration form to 207-624-0128; or mail the attached form to: MCAPWA, 60 Community Dr., Augusta, ME 04330.

### QUESTIONS/CANCELLATIONS

If you have any questions, or wish to cancel, call the Training & Affiliate Office at 1-800-452-8786 (Augusta area: 623-8428). Notification must be given at least 72 hours before the session begins to obtain a refund (minus the \$10 processing fee). All cancellations are subject to a \$10 administrative fee for processing.

## Supervisory Leadership in Public Works Programs Part I & II

Please register the following person(s) from \_\_\_\_\_ for the Supervisory Leadership Workshop.  
(Municipality/Employer)

FULL NAME : \_\_\_\_\_ TITLE : \_\_\_\_\_ TEL: \_\_\_\_\_ FEE: \$ \_\_\_\_\_

FULL NAME : \_\_\_\_\_ TITLE : \_\_\_\_\_ TEL: \_\_\_\_\_ FEE: \$ \_\_\_\_\_

BILLING ADDRESS : \_\_\_\_\_ TOTAL AMOUNT: \$ \_\_\_\_\_

EMAIL: \_\_\_\_\_ Fax: \_\_\_\_\_

CIRCLE: Part I - April 15-17, 2014 Part II - May 20-22, 2014 I have already attended PART I:  YES  NO

Mail Registration Form to: MCAPWA, 60 Community Drive, Augusta, ME 04330 Fax form to: 207-624-0128 or register online at [www.memun.org/TrainingResources/WorkshopsTraining.aspx](http://www.memun.org/TrainingResources/WorkshopsTraining.aspx).

In order to ensure your complete participation, we would appreciate your informing us of any special requirements you may have due to a disability.

**MAKE CHECKS PAYABLE TO MCAPWA**

**ATTENDING**