

Registration Form

Nickname or Badge Name

Name

Position/Title

Entity/County

Address

City State Zip Code

Daytime Telephone Fax

*Evening Telephone No.

E-mail

Accessibility & Other Needs

Is Registrant a Municipal Official? Yes No

**For contact regarding course cancellations that may occur after business hours.*

Locations:

Please be sure to mark the workshop you wish to attend.

- Lehigh County**
 May 13 **May 14** **Both**
- Butler County**
 May 27 **May 28** **Both**
- Cumberland County**
 June 2 **June 3** **Both**

Registration Fees:

(includes tuition, materials, lunches and breaks.)

- \$100 per person both days**
 \$75 per person one day only

Dates & Locations

■ **May 13-14, 2009 (Wed.&Thu.)**

LEHIGH COUNTY

Lehigh University - Rauch Center for
Business Communications
621 Taylor Street
Bethlehem, PA 18015
610-758-5664
lehigh.edu/

■ **May 27-28, 2009 (Wed.&Thu.)**

BUTLER COUNTY

Four Points by Sheraton Pittsburgh North
910 Sheraton Drive
Mars, PA 16046
724-776-6900
fourpoints.com

■ **June 2-3, 2009 (Tue.&Wed.)**

CUMBERLAND COUNTY

PSATS
4855 Woodland Drive
Enola, PA 17025
717-763-0930
psats.org

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The 2009 Pennsylvania Leadership Institute *The Path to Excellence in Governance*

Spring Leadership Program

Sponsored by



Co-Sponsored by

Association of Pennsylvania Municipal Management
County Commissioners Association of Pennsylvania
Pennsylvania League of Cities and Municipalities
Pennsylvania Municipal Authorities Association
Pennsylvania School Boards Association
Pennsylvania Local Government Investment Trust

Pennsylvania Leadership Institute

Results improve to the extent that leaders develop themselves and their followers.

Today's society is complex and demanding. Local government officials must be leaders and do the right things to live up to the responsibilities they accepted once elected and/or appointed. Simply put, they must lead. Leadership is not something that comes naturally to most of us and those in leadership positions must seek resources to help gain the leadership skills and principles necessary to meet the responsibilities of public service.

The Pennsylvania Leadership Institute is such a resource. In 2009, the Institute has partnered with the Iacocca Institute of Lehigh University to fulfill its mission and prepare our local government officials to meet the complex and demanding challenges of governing in these difficult times.

The 2009 program will consist of the following four half-day sessions:

■ Leader vs. Manager in Local Government Roles

May 13, May 28, & June 2

Presented by Richard M. Brandt, Director of the Iacocca Institute

The question is often asked if there is a difference between management and leadership. The answer is the way in which leaders motivate people to follow them and also do the right thing. In this interactive session, we will explore the key leadership traits of some leaders and then work our way down to the six dimensions of leadership that have stood the test of time and are the key traits people look for in true leaders. The session culminates with a team exercise

around six leadership issues concerning township decisions based upon actual case examples.

■ Leading the Way to Managing Conflict

May 14, May 27, & June 2

Presented by Mary Frances Schurtz-Leon, JD, and Candidate Manager, Global Village, Iacocca Institute

This session will explore the effective steps to conflict resolution and identify the tools to build and nurture long term and mutually beneficial professional relationships. The program will identify positive/productive and negative/destructive conflict and explore ways to manage emotional responses to conflict while avoiding undesirable confrontations.

■ Addressing Leader Selection and Retention

May 13, May 28, & June 3

Presented by Rick Neulight, Owner and Principal, National Management Strategies

This highly interactive session will explore your Brand, your Public Identity – how your residents perceive you; how your employees perceive you; how you manage the flow of information going out to both of these populations. We will examine sourcing, recognizing, interviewing and selecting leaders and how to enhance your skills. Picking winners: what to look for – and why it may be counterintuitive. Participants will consider and experience the applicant interview process – how non-verbal communication (ours and theirs) is the tool that tells. We will explore designing, training and maintaining a leadership friendly culture. Training is a major constituent of retention, and we will assess the linkage between various categories and training protocols

and retaining high-quality people. We will also appraise employee turnover with an eye toward building and maintaining a powerful organization. Lastly we will revisit leaders vs. managers and the siren song each hears.

■ Leading the Way To Stronger Performance Management

May 14, May 28, & June 3

Presented by Rick Neulight, Owner and Principal, National Management Strategies

From picking the winners, we will explore who is performing in the top 29% and explore techniques to evaluating the bottom 71%. Discussions will include waking the working sleepwalkers; growing your own leaders; retaining good employees; and more. Logic as a tool for motivation will also be discussed. We will survey your personal management style and how it affects your staff. Participants will take a comprehensive look at accountability and responsibility; explore Trust, Abundance and Prosperity; and gain an understanding of workplace power. Why are leaders rare? What can you do to improve the odds? Most important, we will take a multi-layered look at communication skills and all the ways we as managers deliver our messages: how and what we say to 'them, and what that says about us.

Schedule each day

- 8:30 a.m. Registration
- 9:00 a.m. Program Begins
- 12:00 p.m. Lunch (included)
- 4:00 p.m. Adjourn

Registration Information

Attendance:

Local government elected officials, municipal managers, administrators, municipal authority managers, MPO/RPO managers, economic developers and community leaders, school officials and planners are invited to participate in the Forum.

Program Fee:

The registration fee for this two-day workshop is \$100 per person or \$75 for a single day, which includes tuition, materials, lunches and breaks.

To Register:

Complete and return the registration form (opposite side) and your payment (checks made payable to 'PSATS') to:

PSATS

4855 Woodland Drive
Enola, PA 17025
Fax (717) 763-9732
www.psats.org

Cancellations

Cancellations received less than 10 working days before the Institute are subject to a \$25 penalty. Those received within 48 hours of the seminar forfeit the full registration fee.

Professional Development Credits

This Institute has been approved for up to 3 Professional Development Program credits per day for those enrolled in the Association for Professional Municipal Managers Association Professional Development Certificate Program.

This program was financed in part, by a grant from the Commonwealth of Pennsylvania, Department of Community and Economic Development