

## **Second Year Class Descriptions**

### ***Personal Motivation and Ethics Serving in Local Government***

Maintaining interest and motivation can be a challenge. This course will examine some of ways to stay motivated in the local government workplace.

### ***Computer Skill Development II: Word-processing Skills***

A suite of software tools is growing in use for a variety of tasks. The hands-on computer skill development sequence is designed to familiarize clerks with key features of spreadsheets, word-processing and other software tools for their role managing information. Course II focuses on word processing tools using Microsoft's Word software.

### ***Community Project Development and Management***

Municipal professionals work on a variety tasks and often have a lead or supporting role in moving forward new projects of various kinds. New or special projects can be challenging and often require the assistance of an outside consultant. Identifying and effectively utilizing consultants can be an important element in local government effectiveness and in quality local service delivery. This course session will provide help on how find quality consultants, how to structure effective consulting agreements, building effective working relationships, and maximizing the benefits received from outside consultants. This course will help with project development by exploring project management, grantsmanship, and other key topics.

### ***Public Involvement in Local Decisions***

When should you involve the public in local decisions and why? This class will equip students with fundamental knowledge and understanding of the justifications, advantages, and challenges associated with public involvement. In addition to presenting examples from research, it will use a seminar format to encourage active learning and allow students to benefit from one another's real-world experiences in public involvement. After taking this class, students should be familiar with common methods of public involvement, as well as their attendant strengths and weaknesses.

### ***Building Skills for Public Interactions***

The public is becoming more and more frustrated with government's inability to assist in finding solutions to the significant problems we face because of partisan political infighting and the prolonged impasses that often result. One of the biggest concerns in relation to this is the constructive management of conflict. Clerks will be introduced to the basic skills that foster good communications and will be given ideas for handling problem behaviors.