



MONDAY, APRIL 16

Leadership Styles, *Sherene McHenry*

People are complex and relationships can be difficult. The better you understand yourself and others, the easier it is to navigate your way to greater success. This presentation is full of simple, practical ideas you can immediately implement to improve your leadership, relationships and service to your community.

Effective Communications, *Sherene McHenry*

You will shine in and out of the workplace as you master the three types of communication, how to lead difficult conversations and when you should be communicating in writing or face to face.

Debt Management, *Tom Traciak and Andy Campbell*

This Debt Management training concentrates on the bond market, bond issue types by project, ratings, official statements, arbitrage and harmonizing capital improvements and debt. The goal of this presentation is to give all attendees working knowledge in the area of debt management and to help them become experts on the debt options for their communities and upcoming projects.

TUESDAY, APRIL 17

Budgeting, Financial Reporting and Audit, *Bill Brickey*

This presentation will provide a comprehensive overview of budgeting, fund balance, property taxes, state shared revenue / CVTRS and financial reporting and compliance.

Investment Basics, *Michael Barry*

The investment basic training offers an in-depth review of best practices, a breakdown on the Public Act 20 and municipality allowable investments. It will also cover investment reporting and cash flow segmentation.

Capital Planning and Debt Financing, *Nate Wilson and Jeff Aronoff*

In this session, attendees will come away with a better understanding of Capital Planning – what it is and why it's important. An understanding of a Capital Improvement Plan (CIP) process, the planning participants and a needs assessment will also be reviewed.

Investment Opportunities, *Ben Stone, Rich Garay and Kristin Angel, and Greg Prost*

In this three-part training series, participants will learn about the various investment products and the advantages and risks of all types. Comprehensive discussions on Term products, Pools, PA-20 compliant products, and Securities will be presented by experts in each of the fields.



WEDNESDAY, APRIL 18

Disaster Preparedness as it Relates to Municipalities, Marc Griffis

An overview of emergency management as it relates to municipalities will be covered in this four-hour training. Participants will learn about various types of emergency plans and procedures, and receive hands-on training with real-life examples and simulated practical applications.

Uniform Chart of Accounts and Audit Relationships, Barb Fandell and Mary Ann Kornexl

Part I of this session will provide a detailed overview of the State of Michigan Uniform Chart of Accounts and its importance to local governments. “Yes, there is a method to the madness!” Part II will be an interactive discussion on the Treasurer/Auditor Relationship. We will discuss how to develop an RFP for Audit Services, select an Auditor and the importance of a good working relationship between your team and theirs.

Audit Requirements and What to Expect, Peter Haefner

This session includes a review and discussion of audit requirements and the responsibilities of both the auditee and the auditor. This session also focuses on providing a practical review of audit preparation best practices, auditee options, and planning considerations for a successful audit.

THURSDAY, APRIL 19

Introduction to Cash Management, Cash Management Policies and Handling Cash Receipts, Mike Pettigrew and John Globensky

This six-hour training is broken into three segments. Introduction to Cash Management will provide the basics of identifying and counting cash, reviewing the required elements of checks, and credit card acceptance; this is information that every frontline cash handler in your organization must know. In the Cash Management Policies training you will discover that having an effective Cash Handling program starts with implementing great cash handling policies and procedures. This session starts with a focus on the items to consider when crafting these policies and ends with an eye towards the future of cash handling in an increasingly digital environment. And, in the final segment, Principles of Managing Receipts, you will learn the mechanics of putting training and policies into action.

FRIDAY, APRIL 20

Effective Written Communications, Laurie Sheldon

This presentation will focus on the importance of written communication. It will provide insight into how to prepare effective communications to your residents and your community and will provide samples in the areas of collections, delinquent personal property tax and community newsletters.



FRIDAY, APRIL 20, continued

Personality Assessment and Problem Solving, Lynn Hoerauf

Through an understanding of personality styles, we not only are able to accentuate our natural abilities, but also able to connect with the abilities of those around us and create a better solution than either could do alone. This session provides insights into personality temperaments for a strength-based approach to problem-solving. You'll meet Valiant, Inspiration, Comrade and Precision and get a behind the scene look at their various strengths, challenges and take on the world. We will describe helpful ways to work with each style when communicating, problem-solving and during times of stress.