

PWSA

PUBLIC WORKS SUPERVISORY ACADEMY

Spring 2010 Classes

The Public Works Supervisory Academy is a nine-class program that provides first- and second-line supervisors with the tools to be effective leaders and managers. Our knowledgeable and experienced instructors provide up-to-date information, as well as opportunities to practice skills and to problem solve with other participants.

In Spring 2010 we offer five of the nine classes. You can take classes in any order and you can enroll in individual sessions without enrolling in the entire Academy. Completion of the Academy fulfills 54 hours of the Wisconsin Certified Public Manager® Program. UW-Madison's Dept. of Professional Development and Applied Studies offers the Academy in cooperation with the American Public Works Association Wisconsin Chapter.

MADISON AREA (FITCHBURG)

New Fundamentals of Government/Ethics

January 13, 2010; Instructors: Steve Pudloski, Howard Rosen

This course considers how the various powers and structures of Wisconsin local governments set the framework for local services and their delivery in cities, villages, towns and counties and how cooperative arrangements between local governments can be beneficial. The course also reviews several codes of conduct and professional ethics and provides several ethical cases studies to consider.

Leadership Skills (formerly Work Planning and Goal Setting)

February 10, 2010; Instructor: Steve Pudloski

Leading an organization successfully requires organizational knowledge, interpersonal skills, and an ability to manage change. This course focuses on the tools and skills of leadership, including setting goals and objectives, organizing programs and processes to meet the goals, and building a supportive organizational culture that results in an effective, efficient, and goal-directed organization.

New Personal Management Assessment

June 9, 2010; Instructor: Robbi Dreifuerst

Self-awareness is the cornerstone of great management. Through a series of self-assessments completed before class, you learn how your own style and needs compare with other public managers' and with your agency goals. You discover strategies to build on your identified strengths and address possible limitations. This class is an essential career tool for any public manager and will improve your understanding of yourself and your coworkers.

You must register by (10 days before class date) so that you can complete self-assessments before class. We use class time for analysis and discussion.

WAUWATOSA

Equipment Use and Workplace Safety

March 10, 2010; Instructor: Nicole Nigon O'Connor; OSHA

This class uses a straightforward approach to provide instruction on new safety issues and compliance requirements. Information on safety committees and accident surveys is discussed, along with ways to get employee "buy in."

Improving Communication Skills for Managers

May 26, 2010; Instructor: Annette Miller; consultant

This class encourages verbal and written participation. Supervisors learn how to write basic business correspondence, such as work orders, memos, business letters, and work plans.

Two of our recent graduates:

"As a new supervisor in Public Works, I found these classes extremely helpful. The knowledgeable and approachable instructors guided the class, but also helped problem-solve real-life situations from students. This is a worthwhile program that I would highly recommend to anyone who is a new supervisor or looking to become one."

—RICHARD PAUL, JR., ASSISTANT SUPERINTENDENT,
BROOKFIELD HIGHWAY DEPARTMENT

"The courses were applicable to everyday workplace situations that front-line supervisors encounter in public works. The instructors have real-world experiences from diverse backgrounds. Classroom discussion was encouraged and differing viewpoints were explored openly."

—CHRIS MICKELSEN, MECHANIC,
KENOSHA COUNTY PUBLIC WORKS, HIGHWAY DEPARTMENT

Registration Panel

- Fundamentals of Government/Ethics** #0642
January 13, 2010, Fitchburg, WI
- Leadership Skills** #0637
(formerly Work Planning and Goal Setting)
February 10, 2010, Fitchburg, WI
- Personal Management Assessment** #0644
June 9, 2010, Fitchburg, WI
- Equipment Use and Workplace Safety** #0635
March 10, 2010, Wauwatosa, WI
- Improving Communication Skills** #0638
May 26, 2010, Wauwatosa, WI

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 **Online:** www.dcs.wisc.edu/pda/academy.htm
Phone, fax and online registrations must include a credit card number or purchase order.

DCS-MAC-219-11/09

General Information

Registration and fees:

Each class costs \$155, which covers instruction, materials, and 0.6 (6 hours) of continuing education units. Individuals registering for two or more classes on the same registration form pay \$120/class, a savings of \$35/person.

Classes run from 8:30 am–3:30 pm.

Lunch is on your own.

Group Discount:

Municipalities/agencies that send two or more participants pay \$120/person/class, a savings of \$35/person.

APWA Discount:

APWA members working for a municipality are eligible for a 50% tuition reimbursement and non-members for a 25% reimbursement. For more information check out the APWA Web site (wisconsin.apwa.net).

Cancellation:

Participant: Your registration fee, minus a \$20 administrative charge, will be refunded if you are unable to attend.

Program: In the event of bad weather or other emergencies, call 608-263-4432 or visit www.dcs.wisc.edu to learn whether a Continuing Studies program or class has been cancelled.

For more information contact:

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E-mail: bschmidt@dcs.wisc.edu
UW-Madison Dept. of Professional Development
and Applied Studies
www.dcs.wisc.edu/pda/academy.htm

Location/Parking:


Madison area: Fire Station #2
5415 King James Way, Fitchburg, WI
608-270-4260
Free ample parking is available.

Wauwatosa: Wauwatosa City Hall
7725 W. North Ave., Wauwatosa, WI
414-531-9487

Park in the lot south of the building.

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Department of Professional Development & Applied Studies
211 N. Park Street, 7th Floor
Madison, WI 53715-1218

Public Works Supervisory Academy Spring 2010 Classes

PWSA

PUBLIC WORKS SUPERVISORY ACADEMY

Spring 2010 Classes

MADISON AREA

Fire Station #2,

5415 King James Way, Fitchburg, WI

Fundamentals of Government/Ethics

January 13

Leadership Skills

February 10

Personal Management Assessment

June 9

WAUWATOSA

Wauwatosa City Hall

7725 W. North Ave., Wauwatosa, WI

Equipment Use and Workplace Safety

March 10

Improving Communication Skills

May 26

Sponsors:



Department of Professional Development & Applied Studies



Wisconsin Chapter, American Public Works Association
