

## ***Managing and Leading in a Municipal Environment***

### Core Modules:

- Self-Managed Leadership
- Leading Change and Organizational Renewal
- Local Government and Public Administration
- Managing Performance
- Managing in a Unionized Environment
- Interviewing and Selecting Staff
- Essentials of Financial Management and Budget Planning
- Problem Solving, Decision Making and Action Planning
- Legal Issues
- Meeting/Group Facilitation

### Electives:

- Three A's of Leadership & Authority – Putting Supervisory Skills into Practice
- Business Writing Skills
- Project Management
- Time Mastery
- Giving Performance-Related Feedback
- Developing the Business Case
- Creativity and Innovation for Break Through Results
- Translating Strategy Into Performance
- Dealing with the Media
- Coaching Skills
- Presentation Skills