

General Information

Times

8:30 am–3:30 pm; with a break for lunch on your own.

Fee and discounts

\$155/class covers instruction, materials, and 0.6 continuing education unit. Register for two or more classes at once for \$120/class (save \$35/class). Municipalities/agencies: send two or more people to one class for \$120/person (save \$35/person).

APWA reimbursement

APWA members working for a municipality are eligible for a 50% tuition reimbursement, and non-members for a 25% reimbursement. Visit <http://wisconsin.apwa.net> for more information.

Location/Parking

Madison Water Works, 119 E. Olin Ave., 608-266-4651
Park in front of the building.

Fond du Lac Police Dept., 126 North Main St.,
920-322-3407. Parking is available.

Cancellation

Your registration fee, minus a \$20 administrative charge, will be refunded if you cannot attend. In case of bad weather or other emergencies, call 608-263-4432 or visit www.dcs.wisc.edu to learn if a class has been cancelled.

For more information

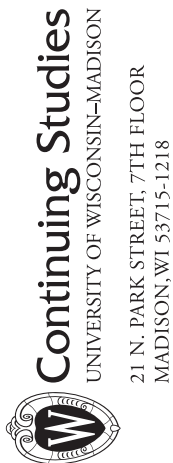
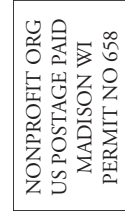
Contact Susan Paddock, UW-Madison Continuing Studies, spaddock@wisc.edu, or visit www.dcs.wisc.edu/pda/public-mgmt.



UW-Madison Continuing Studies offers the PWMI and PWSA in cooperation with UW-Madison Engineering Professional Development and the Wisconsin Chapter of the American Public Works Association (APWA).

If you have a disability and desire accommodations, please advise us when you register. Requests are confidential. Programs offered by UW-Madison in cooperation with UW-Extension.

DCS-MAC-045-10/11

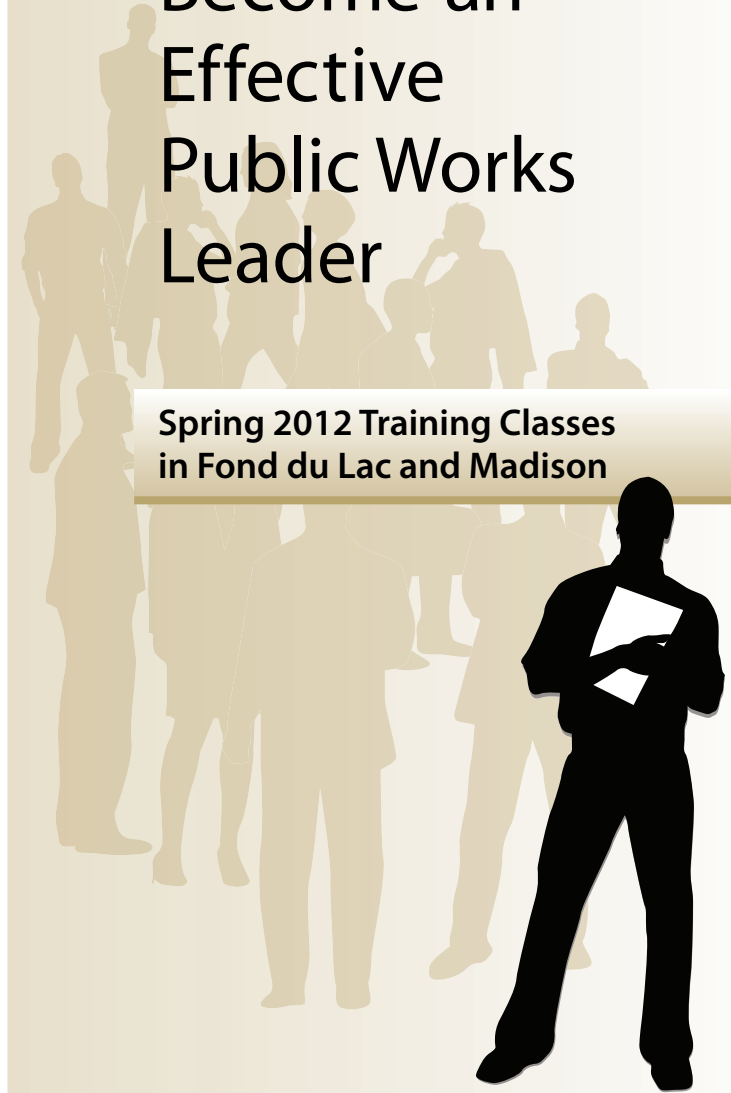


Spring 2012 Public Works Training Classes

Build Your Skills,
Advance Your Career, and

Become an Effective Public Works Leader

Spring 2012 Training Classes
in Fond du Lac and Madison



Continuing Studies
UNIVERSITY OF WISCONSIN-MADISON

Registration Form

Please register me for

Citizen/Customer Service

January 11, \$155, Madison, WI #0640

Nuts and Bolts of Personnel

February 8, \$155, Fond du Lac WI #0636

Budgeting Fund Accounting and Grant Admin.

? Sk +, \$155, Fond du Lac, #0632

Management Assessment

April 11, \$155, Madison, WI #0644

Equipment Use and Workplace Safety

April 25, \$155, Fond du Lac, WI #0635

Purchasing and Inventory Control

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Fundamentals of Government/Ethics

June 6, \$155, Madison, WI #0642

ENTER 3-DIGIT BROCHURE CODE FROM MAIL PANEL: UW#

Contact information

NAME

TITLE

ORGANIZATION

MAILING ADDRESS

CITY / STATE / ZIP

PHONE () EVENING/CELL PHONE

E-MAIL

Payment method

Please bill my organization at the address above.

Enclosed is my check payable to UW-Madison.

Please charge to the following account:

MasterCard VISA Am Ex Discover

CARD NO. EXPIRES

CARDHOLDER'S NAME

Mail to: UW-Madison Cont. Studies Registrations, Pyle Center
702 Langdon St., Madison, WI 53706-1487

Call: 608-262-2451 or 800-725-9692 (Wisconsin Relay 711)

Fax: 608-265-3163 or 800-741-7416

Online: www.dcs.wisc.edu/pda/public-mgmt
Phone, fax or online registrations must include
payments by credit card or purchase order.

Spring 2012 Public Works Training Classes

FOND DU LAC

Nuts and Bolts of Personnel Management

February 8—Instructor: Steve Pudloski

Use the tool kit provided in class to help you interview, select, train, evaluate, retain, and energize employees. Learn to keep employee records, use basic work rules, and motivate employees. (PWSA)

Budgeting, Fund Accounting, and Grant Administration

May 9—Instructor: Mike Daun

Learn to prepare an annual budget, read operating budgets, and charge back expenditures to appropriate line items. Review simple fund accounting, charging grant expenditures, filling progress reports, and basic compliance requirements. (PWMI)

Equipment Use and Workplace Safety

April 25, Instructor: Nicole M. O'Connor

Learn new safety issues and compliance requirements. Learn about safety committees and accident surveys and ways to get employee "buy in." (PWSA)

Purchasing and Inventory Control

Rescheduled for Fall 2012

Learn straightforward approaches to controlling large or small capital expenditures. Examine purchasing practices that promote savings, including advanced blanket purchases, cooperative agreements, and two-state bidding. Identify Wisconsin laws that govern contracting, and common purchasing/inventory control errors supervisors make. (PWSA)

The **Public Works Supervisory Academy** (PWSA) is a nine-class basic management program for lead workers and first- and second-line supervisors.

The **Public Works Management Institute** (PWMI) provides six advanced management classes for public works managers and leaders. An application is required.

You may enroll in these individual classes without enrolling in the Academy or Institute.

MADISON

Citizen/Customer Service

January 11—Instructor: Annette Miller

Learn to identify citizen needs, and respond, and deal with difficult or unrealistic demands so that you can provide better service. Practice becoming a good listener and develop a way of thinking that makes serving the people of your community second nature. (PWSA)

Management Assessment

April 11—Instructor: Robbi Dreifuert

Self-awareness is the cornerstone of great management. Through a series of self-assessments, learn how your own style and needs compare with other public managers' and with your agency goals. Discover strategies to build on your identified strengths and address possible limitations. Register by March 21 to complete self-assessments before class.

We use class time for analysis and discussion. (PWSA)

Fundamentals of Government/Ethics

June 6—Instructors: Steve Pudloski, Howard Rosen

Consider how the powers and structures of Wisconsin local governments set the framework for local services and their delivery. Learn how cooperative arrangements between local governments can be beneficial. Review professional and conduct ethics codes through ethical cases studies. (PWSA)

Also of Interest in Madison

Municipal Engineering Fundamentals for Non-engineers

April 16-17—Instructors: David Barber, Steve Pudloski, Howard Rosen—Offered by UW-Madison Engineering Professional Development

This practical course will help you understand municipal engineering fundamentals so that you can make informed decisions. Learn the key methods and concepts used by public works engineers to design, operate and maintain municipal facilities. More information: see <http://epdweb.engr.wisc.edu/Courses/Course.lasso?myCourseChoice=M871>, or call 800-462-0876.