



MCAPWA  
60 COMMUNITY DR  
AUGUSTA ME 04330

# Supervisory Leadership in Public Works Programs

## PART I

April 12-13, 2016

## PART II

May 17-19, 2016

**Both parts will be held at:**

**City Center Plaza**  
16 Cony Street  
Augusta, Maine 04330

Each day will begin at 8:00 am  
and end at 4:30 pm

## Hosted By:

Maine Chapter of American Public Works Association

Maine Local Roads Center

Maine Municipal Association

Quality Leadership Network

## Supervisory Leadership in Public Works Programs Part I & Part II

This five-day program is designed for supervisors and focuses on developing leadership and communication skills; setting performance expectations; improving performance; and other issues supervisors face in today's workplace. An active pace is punctuated with discussion, technique enhancement, and role play to develop confidence.

### PART I – April 12-13, 2016

#### TRAINER – MICHAEL SCHULDE

Mike is the principal of Quality Leadership Network, which helps clients achieve their performance objectives through leadership development, process, improvement, teamwork, and customer focus. He has consulted and provided training and development services for 25 years to organizations in industry, service, government and non-profit sectors. He also led the training activities for the Connecticut Business and Industry Association and Hartford Life Insurance.

Mike holds a Master's degree in Organizational Behavior and teaches management, business policy, and other courses as an adjunct professor at several colleges and universities.

### DAY ONE – April 12

#### TOPICS:

#### Leadership and Communication Skill Development

- Qualities of an Effective Leader
- Functions of Supervision
- Practical Motivation Skills
- Improving Communication Style and Skills
- Communicating Across the Organization

### DAY TWO – April 13

#### Setting Expectations for Performance

- Orienting and Training Employees
- Planning, Organizing, and Objective-Setting
- Developing Teamwork

#### Correcting Problem Behaviors & Unsatisfactory Performance

- Coaching & Feedback Skills
- Correcting Behaviors and Poor Performance

#### Managing Performance

- Delegation Skills
- Maximizing Performance with Performance Reviews
- Managing Change
- Conflict Management

### PART II – May 17-19, 2016

### DAY ONE - May 17

#### Morning

- Municipal Paving Operation
- Roadway Surface Preparations
- Hot Bituminous Mix Materials

#### Afternoon

- Record Keeping
- Communication with the Public
- Dealing with the Media

### DAY TWO – May 18

#### Morning

- Roadway Legal Issues
- Maine's Local Highway Law
- Maine's Tort Claims Act

#### Afternoon

- OSHA and ME BLS Compliance
- Compliance Checklist
- Required Training
- Maintaining Records
- Equipment Inspections
- Facility Inspections

### DAY THREE - May 19

#### Morning

- Intro to Surveying and Layouts
- Tools of the Trade
- Measuring Horizontal and Vertical Distances/Elevations, Field Books/ Note Taking (PPT thru Field Books/ Notes)
- Plan Reading

#### Afternoon

Field Exercises Involving:

- Plan Reading
- Shooting Grades
- Measuring Quantities and Distances
- Hi-Tech Station
- Culvert Station
- Parking Lot Lay Out
- Competition

Followed by a short ceremony and presentation of certificates by MCAPWA Board Members and staff from Maine Local Roads Center.

### FEE

\$395.00 per person for Parts I & II. The fee includes lunch, morning and afternoon refreshments, handouts and five days of high caliber training. **(If you have already attended Part I—there is NO COST to attend Part II) Part I is being offered only as a full two day workshop. Part II is being offered only as a full three day workshop. We will not be accepting partial registrations. PLEASE NOTE: Registrations are based on a first-come, first-served basis. (PARTS I & II are limited to 25 new participants.)**

### REGISTRATION INFORMATION

You can register on MMA's website at: <http://www.memun.org/TrainingResources/WorkshopsTraining.aspx>; fax your registration form to (207) 624-0128; or mail the attached form to: MCAPWA, 60 Community Dr., Augusta, ME 04330.

### QUESTIONS/CANCELLATIONS

If you have any questions, or wish to cancel, call Educational Services Office at (800) 452-8786 or (207) 623-8428. Notification must be given **in writing** at least 72 hours before the session begins to obtain a refund (minus the \$10 processing fee). **All** cancellations are subject to a \$10 administrative fee for processing. To cancel, please go to <http://www.memun.org/TrainingResources/WorkshopsTraining/Cancellations.aspx> to complete the online cancellation form.

## Supervisory Leadership in Public Works Programs Part I & II

Please register the following person(s) from \_\_\_\_\_

(Municipality/Employer)

FULL NAME : \_\_\_\_\_ TITLE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ TEL: \_\_\_\_\_ FEE: \$ \_\_\_\_\_

FULL NAME : \_\_\_\_\_ TITLE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ TEL: \_\_\_\_\_ FEE: \$ \_\_\_\_\_

BILLING ADDRESS : \_\_\_\_\_ TOTAL AMOUNT: \$ \_\_\_\_\_

Part I - April 12-13, 2016     Part II - May 17-19, 2016     I have already attended PART I

Mail Registration Form to: MCAPWA, 60 Community Drive, Augusta, ME 04330 Fax form to: (207) 624-0128 or register online at [www.memun.org/TrainingResources/WorkshopsTraining.aspx](http://www.memun.org/TrainingResources/WorkshopsTraining.aspx).

In order to ensure your complete participation, we would appreciate your informing us of any special requirements you may have due to a disability.

**ATTENDING**

**MAKE CHECKS PAYABLE TO MCAPWA**