

PROFESSIONAL DEVELOPMENT AND RECERTIFICATION CLASSES FOR LOCAL GOVERNMENT AND NON-PROFIT PERSONNEL

DAMAGE ASSESSMENT AND MITIGATION

This workshop focuses on the initial damage assessment of residential dwellings, businesses, and public infrastructure performed generally by personnel from the building, code compliance/enforcement, and public works departments. These are the persons called upon after windstorms, hurricanes, and floods to determine the extent of damage and whether damaged buildings are safe for occupancy. The Federal Emergency Management Agency (FEMA) standard forms will be discussed in detail. Windshield surveys, on-the-ground surveys, posting procedures, types of damage, and maintaining the safety of the field inspectors are some of the subjects to be covered. Finally, even human factors such as dealing with the owners of damaged property and coping with the stress of performing damage assessment following a catastrophic event will be discussed.

► July 29

8:30 a.m. - 12:30 p.m.

4 hours/.4 CEU's

Instructor: Steve Uman

Fee: \$75.00

Location: **FDOT, Fort Lauderdale**

COMBATING WORKPLACE VIOLENCE

There are some basic areas that should be addressed by every employer no matter how small the organization. These are:

- What is Workplace Violence?
- How does the Occupational Safety and Health Act of 1970 affect my business?
- Pre-Employment Screening
- Negligent Hiring/Negligent Retention
- Employee Disenchantment
- Profile of a Perpetrator of Workplace Violence
- Stalking and Workplace Violence
- Diffusing Aggressive Behavior
- Ways to Prevent Workplace Violence During Termination
- Crime Prevention Through Environmental Design
- Physical Security
- Developing and Implementing a Workplace Violence Prevention Program and Policy

► August 20

8:30 a.m. - 12:30 p.m.

4 hours/.4 CEU's

Instructor: Thomas Carney, Director

of Police Services, North Miami

Beach Police Department

Fee: \$75.00

Location: **FAU downtown campus**

MANAGING MULTIPLE PRIORITIES AND "EAT THAT FROG" ©" TIME MANAGEMENT

21 Great Ways to Stop Procrastinating and Get More Done in Less Time

Are you working harder than ever these days and still falling behind? Do you find yourself in a constant state of overload? Participants learn to increase your productivity by learning to identify time-wasting habits, prioritize, minimize interruptions, and streamline workflow. This workshop provides strategies and systems to remain in control of your time. Participants also learn Brian Tracy's methods for Great Ways to Stop Procrastinating and Get More Done in Less Time and receive a complimentary copy of his book.

► September 17

8:30 a.m. - 12:30 p.m.

4 hours/.4 CEU's

Instructor: Myra Quinn

Fee: \$85.00

Location: **West Palm Beach**

FRESH PERSPECTIVES

After a few years on the job, we all tend to operate on automatic. We repeatedly address the same issues the same way, talk to people the same way, and handle the same situations the same way. We become stale. We rationalize and justify our actions by saying, "we do it that way because we've always done it that way." To think. We are all faced with future budget constraints; maybe there actually are ways we can cut back. We all deal with many of the same issues; maybe there are alternative ways of dealing with them. By attending this class we hopefully will think a little differently about the job we do, how we do it, and how we can improve it.

► September 25

8:30 a.m. - 12:30 p.m.

4 hours/.4 CEU's

Instructor: Steve Uman

Fee: \$75.00

Location: **West Palm Beach**

**ALL CLASSES
have been approved for
F.A.C.E.
recertification credits.**

CERTIFICATE PROGRAM IN PUBLIC RECORDS MANAGEMENT

This program is designed to inform and update public sector personnel about records management and maintenance under Florida law. The four three-hour modules will address new technologies and management systems in the field of records management.

Module I focuses on the basics of records management and maintenance, including public records law in Florida, privacy vs. right-to-know, and records retention and destruction.

Module II addresses file management and design and includes an historical look at files management, equipment and supplies, and information storage and retrieval systems.

Module III covers imaging, with particular focus on legalities and standards related to microfilm and optical digitalizing, computer retrieval systems, and costs analyses.

Module IV discusses disaster preparedness/recovery systems and contemporary records management issues, including off-site storage, facilities management, and vital records. A certificate will be awarded to those attending all four modules.

► October 13 and 14

9:00 a.m. - 4:00 p.m. each day

12 hours/1.2 CEU's

Instructor: Steve Lewis

Fee: \$169.00

Location: **Boca Raton
6500 Building**

This class has been approved for 6 points of education credit toward the Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC) designations, and/or 6 points toward CMC Recertification requirements.

**ANY OF THESE
CLASSES CAN BE
OFFERED ONSITE.**

**For information email
Sarah Shannon at
sshannon@fau.edu
or call
561/297-3749**

Professional Development and Recertification Classes

SUMMER/FALL 2009

How to Take Advantage of These Opportunities!

To Register: The deadline for registering is two weeks prior to the date of the class. Please complete the form, indicating the class(es) you wish to attend, and return the registration form with a check, or purchase order. You may fax your registration to 561/297-4479 and send the check or purchase order separately. **We are now able to accept payment by agency credit/purchasing card or individual credit/debit cards.** If you wish to pay in that manner, please call 561/297-3749 (our website does not provide a secure method for paying via credit card). Registration fees cover course materials and morning refreshments. Participants will be on their own for lunch. Confirmation and driving directions will be sent to you by email upon receipt of your registration form.

You may also register online. Please go to www.fau.edu/fiog. Click the "upcoming programs" tab at the top, find the class(es) you would like to register for, and follow the link to register online. You will need to send payment separately.

Cancellation/Refund: Requests for refunds must be submitted in writing and received no later than one week prior to the day of the class. In those cases, the registration fee, less a \$30.00 administrative charge, will be refunded. No requests for refunds will be honored after that date. Non-attendance does not constitute a withdrawal or refund request. We reserve the right to cancel a class; in that case, registration fees will be refunded in full.

Location: The programs will be presented at different locations, so please be sure to check the confirmation/driving directions, that are sent to you by email, for each class.

For more information: Please call us at 561/297-3749 or email sshannon@fau.edu. Please call us at least seven days in advance if you require reasonable accommodation under the Americans with Disabilities Act.

YES! Please register me for:

- Damage Assessment and Mitigation** \$ 75
July 29 (FDOT, Ft. Lauderdale)
- Combating Workplace Violence** \$ 75
August 20 (Ft. Lauderdale, FAU downtown campus Room 724)
- Managing Multiple Priorities and "Eat That Frog"® Time Management** \$ 85
Sept. 17 (West Palm Beach)
- Fresh Perspectives** \$ 75
Sept. 25 (West Palm Beach)
- Certificate Program In Public Records Management** \$169
Oct. 13 and 14 (Boca Raton, 6500 Bldg)

TOTAL \$ _____

Please feel free to duplicate the registration form, but please do not put more than one name on each form.

Please make checks payable to FAU and mail to:

The John Scott Dailey Florida Institute of Government at FAU
777 Glades Road
Bldg. 44, Room SO 277
Boca Raton, FL 33431-0991

Name _____

Title _____

Organization _____

Address _____

City _____ ZIP _____

Telephone _____ Fax _____

Email _____

IOG use only:

Check _____ P.O. _____

Receipt _____ Ack. _____



the John Scott Dailey
FLORIDA INSTITUTE OF GOVERNMENT
at Florida Atlantic University