

## **SEPTEMBER** Morning Session

### **Topic 7: Leading Change and Managing for Results**

- Your orientation to change
- Most common reasons why change efforts fail
- The role of leaders in successful change
- A step-by-step approach to leading successful change
- Using performance measures to monitor the results of change

### **Afternoon Session**

### **Topic 8: Trends Impacting County Government**

- Demographics — facts about people, jobs, incomes
- Dealing with multiple generations — values, expectations and work styles
- Technology — using computers and the Internet for governing

## **DECEMBER** Morning Session

### **Topic 9: Integrating Learning from the Year - Best Practices in County Government**

- Using the leadership skills learned throughout the year to address issues facing county government such as:
  - Decreased tax base
  - Increased government services
  - Budget cuts and having to do more with less
  - Unfunded mandates

### **Participants will learn how to**

- Develop effective listening and communication skills
- Make decisions for the common good
- Use Internet, email and other tools and technologies more productively
- Conduct business more efficiently
- Increase the tax base through economic development
- and much more.

### **For more information about the NACO Institute of Excellence, contact:**

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**A year-long program of professional development for Nebraska county officials**



**Developed and conducted by the University of Nebraska for the Nebraska Association of County Officials**

“*The lessons learned at the NACO Institute of Excellence have been invaluable. I learned how incremental change can result in big rewards.*”

The University of Nebraska does not discriminate in its academic, employment, or admissions policies and abides by all federal, state, and regional regulations pertaining to same.

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The NACO Institute of Excellence is tailor-made to target the skills, tools and needs that Nebraska county officials have identified as important to their work and professional development. Based on the results of a NACO/Extension survey, the Institute was developed to provide communication and leadership training on the issues faced by today's county officials. It will help participants manage effectively and lead change.

Designed to fit busy schedules, seminars are spaced throughout the year in March, May, July, September, and December and coincide with other meetings when possible. The in-person training program is equivalent to four full-day workshops. All but the December session are offered at two locations — Lincoln or North Platte.

Sessions are taught by faculty from University of Nebraska-Lincoln Extension and the Department of Agricultural Leadership, Education and Communication, and the University of Nebraska-Omaha School of Public Administration.

## Schedule of Sessions

### **MARCH** Morning Session

#### **Topic 1: Understanding Yourself as a Leader and Manager — Personality Preferences**

- Personality preferences and how these affect your leadership style
- Your strengths and weaknesses as a leader and manager

#### **Afternoon Session**

#### **Topic 2: Understanding Yourself as a Leader and Manager — Clarity and Focus**

- Qualities, behaviors and skills effective leaders possess
- Executing responsibilities
- Powerful questions and effective listening
- Creating win-win situations
- Developing a mission statement for your leadership journey

### **MAY** Morning Session

#### **Topic 3: Communicating Effectively as Leaders and Managers**

- Strategies for communicating your organizational vision
- Assessing your personal communication style
- Influencing people through public speaking

- Working with the media
- Ethical and effective communication

#### **Afternoon Session**

#### **Topic 4: Managing Conflict**

- Understanding your orientation to conflict
- Basic negotiating skills (focus on interests, not positions; separate people from the problem; jointly develop options; use objective criteria)
- Strategies for managing and resolving conflicts in the workplace
- Strategies for using conflict to get positive results for the organization
- Managing conflicts with the public

### **JULY** Morning Session

#### **Topic 5: Managing Effective Meetings**

- Group dynamics
- Establishing ground rules
- Parliamentary procedure
- Executing an agenda
- Involving stakeholders
- Using both task and people focus

#### **Afternoon Session**

#### **Topic 6: Leading and Managing Collaboratively**

- Decision-making
- Visioning and strategic planning
- Networking, connecting and partnering
- Working together regionally

“ I learned how to be more attentive to other people's ideas and work with different personality types. ”

“ As county officials meet the public daily, improving people skills is definitely a biggie. ”

“ I learned to listen more effectively and repeat what a constituent says. Many times we are in agreement, just voicing our opinions differently. ”