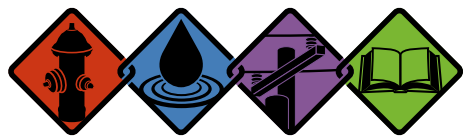


SPECIAL DISTRICT AND LOCAL GOVERNMENT INSTITUTE CERTIFICATE PROGRAM

The Certificate Program in Local Government Leadership and Management is an intense three-seminar series designed specifically for Board Members, Managers and Staff of Special Districts and Local Government.



***Special District and
Local Government Institute***



"Excellent in providing board members, managers, and staff with the tools, regulations and methods to be efficient, effective and knowledgeable."

"These sessions have helped me enormously to understand and clarify my role... as a newly elected official."

CURRICULUM DESIGNED TO MEET YOUR NEEDS

The curriculum was developed over four decades of meeting the continuing education needs of local government policy makers, managers and staff. It consists of three seminars that constitute the foundations of local government



The Certificate in Special District Leadership and Management is awarded upon successful completion of all three seminars within three years.

SEMINAR 1: GOVERNANCE

This seminar focuses on the appropriate roles for management and policymakers and how to develop and implement policy effectively:

- *strategic planning;*
- *managing financial resources;*
- *local government law, including the Brown Act and Public Records Act;*
- *board role in human resources;*
- *building effective board manager relationships; and more.*

SEMINAR 2: ADMINISTRATION

This seminar provides practical ideas on how to run an efficient and cost effective operation:

- *hiring and retaining great employees;*
- *how to run effective Board meetings;*
- *keys to quality customer service;*
- *painless record management techniques;*
- *effective strategic plan implementation;*
- *developing a strong management team.*

SEMINAR 3: FINANCE

This seminar will show you how to take control of your agency's financial affairs:

- *raising revenue through rates, charges and assessments;*
- *how to exercise financial oversight and control;*
- *understanding and using audits;*
- *legal requirements of finance;*
- *keys to financing capital projects;*
- *guidelines for developing public support, and more.*

INFORMATION-PACKED WORKBOOKS AND TRAINING MATERIALS

Every participant receives a comprehensive workbook, which contains the contents of each session presentation. Workbooks are updated and re-written for each seminar and contain the latest up-to-date information available.

Handouts, in the form of charts, graphs, worksheets, sample reports and reprints, complement the class presentations. The certificate program is intended to introduce attendees to the reference resources available to them as part of the Institute's program of continuing education.

The Institute maintains an excellent bookstore of specialized publications on local government for purchase.



EXPERT FACULTY PROVIDES REAL-WORLD EXPERIENCE

As recognized experts in their fields, the faculty is drawn from the ranks of practicing directors, managers, attorneys, CPAs and consultants. The instructors' mission is to share their experience with real world problems, and to provide practical information about your responsibilities, what you need to know, and ways to resolve issues.





IT'S EASY TO SIGN UP!

The three seminars are scheduled at different times throughout the year and may be taken in any order. The Certificate Program can be completed in less than one year and must be completed within three years. By attending any of the three seminars, you will automatically be enrolled as a candidate for the Certificate Program, and your progress will be monitored for you.

By Phone: 800-457-0237

Online: www.sdbmi.com

By Fax: 760-643-1761

E-mail Us: spcdistint@aol.com

OFFERED THROUGHOUT THE YEAR IN DESIRABLE LOCATIONS

The seminars are held at hotel locations around California where the atmosphere and accommodations are conducive to an educational format, yet afford a pleasing personal experience. The format consists of two-day intensive sessions to minimize time away from your agency and work.



The program teaches you what is expected of you, and how to do it. Whether you are new or experienced, you will benefit from the fast-track guidance of experts who have been there and know what to look for.

"The best conferences, you can use the information not only as a Board Member, but in business life and personal life."



**Special District and
Local Government Institute**

PO Box 2317
Vista, CA 92085