

CENTER FOR
GOVERNMENT SERVICES

**International Institute of
Municipal Clerks
Continuing Education Courses
Spring 2017**

**CMC Institute
MMC Academy**

**COURSES FOR NEW JERSEY LOCAL
GOVERNMENT**



RUTGERS
Continuing Studies

CENTER FOR GOVERNMENT SERVICES

CMC Institute and MMC Academy

The Rutgers University Center for Government Services is the seat of the IIMC Institute in New Jersey. Information regarding IIMC membership and Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC) requirements are available at www.iimc.com.

Join us for a two day continuing education event to earn CMC or MMC points. RMC credits are also available.

Event Dates

Thursday, June 15, 2017 - Friday, June 16, 2017

Location

Rutgers University Inn & Conference Center
178 Ryders Lane, New Brunswick

Directions

Directions are available online at
<http://inn.rutgers.edu/getting-here>.

Parking

Free parking is available in the adjacent lot next to the Rutgers University Inn and Conference Center.

Registration Fee

The course registration fee includes tuition, breakfast, lunch, and session handouts.

Hotel Information

A block of rooms is available at the University Inn for check-in on Thursday, June 15th and check-out on Friday, June 16th. Attendees must request an overnight room on their CGS registration form and include the \$82 overnight charge with your event registration fee. CGS will then provide the Inn with a rooming list for the attendees that have requested an overnight. Rooms are limited and available on a first come, first served basis.

Continuing Education Information

All sessions have been approved for CMC and MMC points. Attendees present for both days that successfully complete the required learning assessments will earn 6 CMC/MMC points. Attendees present for one day that successfully complete the required learning assessments will earn 3 CMC/MMC points. RMC credits are pending.

MCANJ Scholarships

Please be advised that the Municipal Clerks' Association of New Jersey (MCANJ) offers scholarship opportunities for students pursuing their MMC certification. Please visit NJClerks.org for the application and more information.

Agenda

Thursday, June 15, 2017

9:00 - 10:00	Continental Breakfast
9:30 - 12:30	Performance Management Strategies That Work!
12:30 - 1:00	Lunch
1:00 - 4:00	Building Capacity through Performance Feedback

Friday, June 16, 2017

8:00 - 9:00	Continental Breakfast
8:30 - 11:30	Your Digital Shield
11:30 - 12:00	Lunch
12:00 - 3:00	Managing Millennials

Session Descriptions - Thursday, June 15, 2017

Performance Management Strategies That Work!

Dr. Tricia Nolfi, Organizational Leadership Program, Rider University

Creating an empowering and productive work environment is a goal of every great supervisor. Addressing two major challenges—managing employee performance and developing a coaching style of supervision—will lead to this productive environment. In this collaborative session, participants will learn how to effectively lead and develop staff, learning from other’s experience.

*This session is approved for 1.5 CMC/MMC points.
RMC contact hours are pending.*

Building Capacity through Performance Feedback

Dr. Tricia Nolfi, Organizational Leadership Program, Rider University

Capacity-building and effective performance are key to a successful staff. This engaging session will allow participants to learn new strategies for monitoring employee performance, providing constructive feedback, and how to approach problem-solving in practical ways to solve the most pressing performance problems in order to reach mutually satisfying solutions.

*This session is approved for 1.5 CMC/MMC points.
RMC contact hours are pending.*

Session descriptions for Friday continue on page 5.

PLEASE PHOTOCOPY THIS FORM

Mail registration form and payment to:

MUNICIPAL CLERK PROGRAM

RUTGERS CENTER FOR GOVERNMENT SERVICES

303 George Street, Suite 604

New Brunswick, NJ 08901-2020

Or fax to: 732-932-3586

GENERAL INFORMATION

If home or employer information has changed since your last registration, check here.

Last Name _____

First Name _____ Middle Initial _____

Gender Female Male

Employer _____

Title _____

Business Address

Street _____

City _____

State _____ ZIP _____

Home Address

Street _____

City _____

State _____ ZIP _____

Phone Numbers (required – check box for preferred)

Mobile _____ Home _____

Business _____ Ext. _____

E-mail Addresses (required – check box for preferred)

Business _____

Home _____

FOR GOVERNMENT SERVICES
REGISTRATION FORM

FORM FOR MULTIPLE REGISTRATIONS

COURSE INFORMATION

I wish to register for:

Thursday & Friday: MC-4024-SP17-1 - \$315 _____

Thursday Only: MC-4024-SP17-2 - \$190 _____

Friday Only: MC-4024-SP17-3 - \$190 _____

Hotel Room at University Inn - Thursday Night - \$82 _____

TOTAL _____

PAYMENT INFORMATION

Check or voucher must accompany registration form. Make check or voucher payable to: Rutgers, The State University of New Jersey. Mail to above address.

In accordance with University policies, credit card information is no longer accepted on registration forms. Students paying course fees with a credit card must register online.

There is a \$25 fee for course withdrawals and/or returned checks.

Session Descriptions Continued

Session Descriptions - Friday, June 16, 2017

Your Digital Shield

Joe Adams, Tech Educator and Consultant, CEUnion

In this digital age, your office is constantly connected to the internet to perform even the most basic of job functions. How do you keep things safe from the various threats that exist online? How do you manage the technology in your hands? How do you keep yourself afloat? Learn how to create your own Digital Shield and understand best practice tips and tools of the trade to keep yourself, your work, and the data of your citizens as safe as possible while continuing to stay connected. This class is geared towards an individual who uses Microsoft® Windows® based computers daily to do their job or a smartphone in any function. It is geared for new learners, not targeting IT professionals but business professionals. *This session is approved for 1.5 CMC/MMC points. RMC contact hours are pending.*

Managing Millennials

Joe Adams, Tech Educator and Consultant, CEUnion

Purpose driven work seems to captivate millennials. They are a generation seeking a place in the workforce, transient and constantly searching for new careers, and having a difficult time adjusting into a 9-to-5 job and settling down like previous generations. Managers and leaders are asking how to connect to this generation and instill a new motivation at work. The purpose of this class is to address this new generation in the workplace, discuss how to integrate them into the existing workforce, and how to use purpose-driven leadership to motivate them and lead them in a way that benefits everyone. This class will review what modern physiologists, business leaders, and local government managers are experiencing, both successes and failures, in attempting to solve the great divide in this generation gap. This is a leadership class targeting both managers and millennials to address the situation from both sides of the spectrum. *This session is approved for 1.5 CMC/MMC points. RMC contact hours are pending.*

REGISTRATION INFORMATION

Announcements containing specific course information are available each semester and may be found on the Center's website: www.cgs.rutgers.edu.

Course Fees and Payment: Payment for a student's participation in a course can be obtained using any of the following methods:

- 1) Check or money order payment by mail or in person
- 2) Authorized voucher or purchase order received via mail or fax

Actual course fees vary per course as courses have different hours of instructional time and the cost of study materials are dissimilar. Upon receipt of a completed registration form and payment, a class space is reserved for the student. Confirmation letters regarding registration will not be sent.

Late Fees: Students are required to register for classes before the date of the first class session. Any student who attempts to register on (or after) the day of the first class will be considered a late registrant and will be assessed a \$15 late fee for the processing of the registration.

Returned Check Fee Policy: There is a \$25 fee for all returned checks. Failure to pay the fee will prevent future course registrations and the withholding of the course certificate.

Withdrawals/Transfers: All requests to change registration status, either by withdrawal or transfer, must be submitted in writing at least 2 business days before the course start date and will incur a \$25 processing fee. Withdrawals will be refunded, minus the \$25 fee. Failure to notify CGS within the time frame will result in forfeiture of all fees.

Course Cancellation Policy: The Center reserves the right to cancel any course or seminar. CGS will notify all students enrolled in a course that has been cancelled and the information will be posted on the CGS website. Students will be given the choice of receiving a full refund for courses cancelled by CGS or the option to enroll in the same or another course in this or the following semester. In the event there is a difference in course fees between the course that was cancelled and the alternate course, an adjustment will be made. A student may not select an alternative course that has a prerequisite if the prerequisite has not been met.

Certificates: Certificates are mailed to students after the successful completion of each course, which is defined as 80% attendance of the class hours, a passing grade (if an examination is required) and full payment of all fees. A permanent record of courses taken is maintained by Rutgers. Certificates will not be issued to students if any fees are outstanding or delinquent.

Special Needs Students: Students with special needs are encouraged to contact CGS so that appropriate accommodations may be made.

For More Information: Visit CGS at www.cgs.rutgers.edu, the Municipal Clerks' Association at www.mcanj.com, and the New Jersey State Department of Community Affairs at www.nj.gov/dca/divisions/dlgs.

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