

## Athenian Dialogue

### Encouraging the Heart: A Leader's Guide to Rewarding and Recognizing Others by James M. Kouzes and Barry Z. Posner

All too often, simple acts of human kindness are often overlooked and underutilized by people in leadership roles. Advising mutual respect and recognition of accomplishments, *Encouraging the Heart* shows us how true leaders encourage and motivate those they work with by helping them find their voice and making them feel like heroes. Recognized experts in the field of leadership, authors James Kouzes and Barry Posner show us that leaders can encourage and allow those around them to be their very best. Both practical and inspirational, *Encouraging the Heart* gives readers a thoughtful approach to motivating individuals within an organizational structure.

Attendees must purchase and read this book before the class meeting.

This session is approved for 3 points towards either a CMC or MMC designation. RMC Professional Development hours are pending. Lunch will be provided.

#### MC-4025-FA17-1 New Brunswick

Rutgers University, Center for Government Services  
303 George Street, 6th Floor, Classroom A  
Wednesday, September 20th  
9:30 a.m. - 4:00 p.m.  
Instructor: Yvette Murry  
\$150

#### International Institute of Municipal Clerks

The International Institute of Municipal Clerks (IIMC) promotes continuing education and certification, professional development programs, networking solutions and other opportunities. The IIMC provides two certifications, earned through participation in educational programs and involvement in a variety of professional development activities - the Certified Municipal Clerk (CMC) and Master Municipal Clerk (MMC). Additional information is available on their website at [www.iimc.com](http://www.iimc.com).

Please be advised that the Municipal Clerks Association of New Jersey (MCANJ) offers scholarship opportunities for students pursuing the IIMC's CMC and/or MMC designations. Please visit [NJClerks.org](http://NJClerks.org) for more information.

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303 George Street, Suite 604  
New Brunswick, NJ 08901-2020

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## International Institute of Municipal Clerks

### Athenian Dialogue

COURSES FOR NEW JERSEY LOCAL  
GOVERNMENT || FALL 2017 SCHEDULE



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## REGISTRATION INFORMATION

Enrollment: A student may enroll in a CGS course in several different ways. Mail-in registrations, faxed registrations, in-person registrations at the CGS offices, and on-line registrations (with credit card or e-check only) are accepted prior to the start of the course. Before a student is officially enrolled in a course, payment must be authorized or secured, and the student must meet all prerequisites associated with the course. A student who has a delinquent account with CGS will not be permitted to enroll in any additional CGS courses until the delinquency is resolved.

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

- 1) Credit card payment (Visa, MasterCard, Discover or American Express) AVAILABLE ONLY THROUGH ONLINE REGISTRATION (<http://cgs.rutgers.edu/>)
- 2) Check or money order payment by mail or in person.
- 3) Authorized voucher or purchase order.

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.

Course Cancellation Policy: CGS 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.

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.

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.

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## REGISTRATION FORM

**PLEASE PHOTOCOPY THIS FORM FOR MULTIPLE REGISTRATIONS**

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 \_\_\_\_\_

Employer \_\_\_\_\_

Title \_\_\_\_\_

#### Business Address

Street \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

#### Home Address

Street \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

#### Phone Numbers (required – check box for preferred)

Mobile \_\_\_\_\_  Home \_\_\_\_\_

Work \_\_\_\_\_ Extension \_\_\_\_\_

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

Business \_\_\_\_\_

Home \_\_\_\_\_

### COURSE INFORMATION

I wish to register for:

Course Title Athenian Dialogue - Encouraging the Heart

Course ID MC-4025-FA17-1

Course Location 303 George Street, New Brunswick

Course Fee \$150

### 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 at: <http://cgs.rutgers.edu>. Click on the red "Register Now" button.

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