

From our participants...

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

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

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

Extension is a Division of the Institute of Agriculture and Natural Resources at the University of Nebraska – Lincoln cooperating with the Counties and the United States Department of Agriculture.

University of Nebraska – Lincoln Extension educational programs abide with the nondiscrimination policies of the University of Nebraska – Lincoln and the United States Department of Agriculture.

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*To register online for the Institute go to
<http://nacone.org>*

*Look for the Institute of Excellence under
Upcoming Events*

NACO INSTITUTE OF Excellence

A YEAR-LONG PROGRAM OF
PROFESSIONAL DEVELOPMENT
FOR NEBRASKA COUNTY
OFFICIALS

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

N EXTENSION



Schedule of Sessions

The NACO Institute of Excellence is designed to target the skills, tools and needs Nebraska county officials identify as important to their work and professional development. Based on the results of a survey conducted by NACO and Nebraska Extension, the Institute was created to provide communication and leadership training on issues confronting today's county officials. The goal of the Institute is to help officials manage county government more effectively and to lead change.

Designed to fit busy schedules, seminars are spaced throughout the year in March, May, July, September and December. The face-to-face training program is equivalent to four full-day workshops, plus an afternoon session in December.

All, but the December session, are offered in two locations – Lincoln and North Platte. The December session is held in conjunction with the NACO annual conference –generally the day before the annual conference begins from 2:00 to 5:00 p.m. in the same venue.

Sessions are taught by faculty from Nebraska Extension, the UNL Department of Agricultural Leadership, Education and Communication, the UNO School of Public Administration, and other departments within the University of Nebraska system.

MARCH

Morning Session

Topic 1: Understanding Yourself as a Leader and Manager - Personality Preferences

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

Afternoon Session

Topic 2: Communicating with People Based on Their Personalities

- Discovering other people's personality preferences
- Modifying your message to fit another's personality/communication preferences

Topic 3: Generational Differences

- Understand differences in work styles, and communication

MAY

Morning 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

Afternoon Session

Topic 5:

Understanding Yourself as a Leader and Manager - Clarity and Focus

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

Topic 6: Re-Election Strategies

- Building re-election strategies around your leadership portfolio

JULY

Morning Session

Topic 7: Managing Effective Meetings

- Group dynamics, establishing ground rules
- Executing an agenda
- Involving stakeholders
- Using both task and people focus

Afternoon Session

Topic 8: Parliamentary Procedure

- Proper amendment and movement of motions

Topic 9: Nebraska's Population and Economic Trends

- Three major population trends impacting NE
- Employment and wage trends
- Changes in key demographic indicators

SEPTEMBER

Morning Session

Topic 9: Legislative Communication

- Protocols to follow
- What to say and when to say it
- Selecting the best communication method

Topic 10: Leading with Influence

- How leaders define influence
- Using the right tactic at the right time

Topic 11: Boardsmanship

Topic 12: Building Resilience

- Anticipating change
- Building synergy through, people, planning and policy
- Inventing a better future for NE counties

DECEMBER

Applying What You Learned

In this session participants will be asked to effectively manage a situation, relevant to county government, using the skills and concepts learned in the Institute.