

## 2017 NACO Institute of Excellence Program Topics and Schedule

To receive a Certificate of Achievement, all participants must attend 4 of the 5 face-to-face training sessions. Participants may choose the dates and locations that work best with their schedules.

All training sessions are at the Hall County Extension Office Meeting Room at  
College Park, 3180 US-34, Grand Island, Nebraska

All training sessions run from 9:00 a.m. to 3:30 p.m.

### Training Session 1: March 2, 2017

9:00 a.m. to Noon:

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

1:00 p.m. to 2:00 p.m.

Topic 2: **Communicating with People Based on Their Personalities**

2:30 p.m. to 3:00 p.m.

Topic 3: **Generational Differences in the Workplace and Community**

### Training Session 2: May 4, 2017

9:00 a.m. to Noon

Topic 4: **Understanding Yourself as a Leader and Manager – Managing Conflict**

12:30 p.m. to 2:30 p.m.

Topic 5: **Understanding Yourself as a Leader and Manager – Clarity and Focus**

2:45 p.m. to 3:30 p.m.

Topic 6: **Using Leadership for Building a Re-Election Strategy**

### Training Session 3: July 6, 2017

9:00 a.m. to Noon

Topic 6: **Managing Effective Meetings**

12:30 p.m. – 2:00 p.m.

Topic 7: **Parliamentary Procedure**

2:30 – 3:30 p.m.

Topic 8: **Nebraska's Population and Economic Trends**

### Training Session 4: September 7, 2017

9:00 a.m. to 10:30 a.m.

Topic 9: **Legislative Correspondence**

10:45 a.m. to Noon

Topic 10: **Leading with Influence**

12:30 p.m. to 2:00 p.m.

Topic 11: **Serving on Regional and Local Boards**

2:15 p.m. to 3:30 p.m.

Topic 12: **Building Resilience**

## Training Session 5: December 12, 2017

**The last NACO Institute of Excellence session will be held Tuesday afternoon prior to the start of the NACO Annual Conference in the same venue as the conference.**

Topic 12: **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 of Excellence. An expert will be brought in to help participants determine possible solutions and best course of action.