

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

Training Session 1: March

March 2: Lincoln, Lancaster County Extension Office, 444 Cherrycreek Road

March 9: North Platte, West Central Research and Extension Center, 402 W. State Farm Road

Morning

9:00 a.m. to Noon:

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

Afternoon

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

May 4: Lincoln, Lancaster County Extension Office, 444 Cherrycreek Road

May 11: North Platte, West Central Research & Extension Center, 402 W. State Farm Road

Morning

9:00 a.m. to Noon

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

Afternoon

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

July 6: Lincoln, Lancaster County Extension Office, 444 Cherrycreek Road

July 13: North Platte, West Central Research & Extension Center, 402 W. State Farm Road

Morning

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

September 7: Lincoln, Lancaster County Extension Office, 444 Cherrycreek Road

September 14: North Platte, West Central Research & Extension Center, 402 W. State Farm Road

Morning

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

Topic 9: **Legislative Correspondence**

10:45 a.m. to Noon

Topic 10: **Leading with Influence**

Afternoon

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

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.

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