

FEATURED COURSE

CSAC INSTITUTE 112

Getting Things Done – *The Art of Working Towards Your Objectives*



- ☞ *You want to make a difference ... but how do you get others to work with you?*
- ☞ *How do you engage others in a decision making process?*
- ☞ *How do you influence others to see your vision and objectives?*

To get things done you work with a range of staff, elected officials and community members. What techniques and tools exist to help you pursue your objectives? This course examines practices that improve the likelihood desired objectives are achieved. It explores elements which contribute to success, from interpersonal relations to building a system of monitoring and a culture of accountability. Participants look at themselves and the values that underlie ethical behavior and trustworthiness. Other components address transparency in decision-making, coalition building, collaboration, and setting expectations.

Designed for County Supervisors, Senior Executives and Managers

Whether you're a senior executive or an elected official, this course will help you achieve your goals. Topics include:

- ◆ Skills for joint decision-making
- ◆ Values that underlie ethical behavior
- ◆ How to build coalitions and engage others in the decision-making process
- ◆ Identify shared values and objectives with fellow decision-makers
- ◆ Techniques to manage conflict and disagreement

Expert Faculty SENATOR DAVID LANDIS

Back by popular demand is Institute instructor David Landis. David is a former Nebraska state senator, an award-winning teacher and a skilled negotiator in the public arena. As a Senator, he chaired the Revenue Committee for the Nebraska Unicameral. Many of the record 391 bills he has passed in twenty-eight years have been consensus measures forged by negotiation that brought contesting parties to agreement. Senator



Landis has brokered legislative agreements between labor and management, utilities and ratepayers, big and small banks, insurance companies and trial attorneys, and other seemingly intractable foes.

Currently David serves as Director of the Urban Development Department for Lincoln, Nebraska and instructs lawyers and graduate public administrators to negotiate at the University of Nebraska College of Law and the Department of Public Administration. Senator Landis is a graduate of the University of Nebraska with a B.A., *Juris Doctor*, Masters of Public Administration, and a Masters in Regional and Community Planning.

Hands-On Learning

Interactive presentations and small group discussions highlight the class and provide participants with a hands-on, practical approach to getting things done.

FRIDAY 19 February 2010

10:00 a.m. to 3:30 p.m.

SACRAMENTO

\$75 for County Officials and Staff

To register please visit:

www.csacinstitute.org