Technical Communication Skills for Municipal Clerks Part I*
September 10 | 9:00 a.m. to Noon
Clerks elevate the professionalism of municipal communications through the organizational tools, formatting, and branding styles that they implement. During this session, participants will learn technical skills in Microsoft Word and Microsoft PowerPoint to develop and execute branding standards for municipal communications, including meeting minutes, letterhead, contracts, advertisements, policies, and presentations. This session will include a step-by-step tutorial and an opportunity to practice these skills with support from the instructor.
*Presented by Sarah Pragg, Institute for Public Administration

Technical Communication Skills for Municipal Clerks Part II*
September 10 | 12:30 to 3:30 p.m.
Whether you are inviting the community to a public meeting or a parade—attractive and welcoming designs can help communicate your message quickly and effectively. During this session, participants will learn technical skills for developing public notices and advertisements to use on a variety of platforms—from printed flyers to social media posts. Utilizing the online platform Canva, participants will learn graphic design tips including how to incorporate municipal branding, choose appropriate photos and wording, and adapt one design for multiple uses. This session will include a step-by-step tutorial and an opportunity to practice these skills with support from the instructor.
*Presented by Sarah Pragg, Institute for Public Administration

Emerging Transportation Innovations
September 24 | 9:00 a.m. to Noon
This session will provide an overview of emerging transportation and infrastructure-related innovations that impact local governments. Linkages among shifts in demographics, land-use, and other demand drivers will be discussed, along with policies and practices for addressing transportation challenges among communities.
*Presented by Phil Barnes and Julia O’Hanlon, Institute for Public Administration, and Veronica Vanterpool, Delaware Transit Corporation

Leadership, Organization, and Management through a Diversity Lens*
September 24 | 12:30 to 3:30 p.m.
This workshop, focused on culturally competent service delivery, will aim to assist with unifying individuals comprised of diverse backgrounds and cultures. Participants will gain an understanding of individual and collective cultural differences, and the impacts these differences can have on values, beliefs, and day-to-day work interactions. This workshop will also analyze the subtle ways that racial, ethnic, gender, and sex biases inhibit a positive and inclusive work environment. Emphasis will be placed on creating positive and collaborative work relationships by educating participants on strategies for effective communication and conflict management.
*Presented by Jennifer Daniels, Ph.D. Candidate, Biden School of Public Policy & Administration, University of Delaware

Grant Writing for Local Governments
September 17 | 12:30 to 3:30 p.m.
Learn the basics of identifying and applying for grants in Delaware and discover specific grants intended for local governments in the state. Course topics include how to identify grant opportunities, when to pursue a grant, what to keep in mind when pursuing grants, what to know when you are writing a grant application, and what to expect if you win a grant.
*Presented by Mary Ellen Gray, City of Newark, Kesha Braunskill, Town of Smyrna, Delaware, Michael Tholstrup and Kelly Valencik, Delaware DNREC and DOT

Community Connections & Leadership*
October 1 | 9:00 a.m. to Noon
This session will be an interactive review of successful (and not so successful) ways to connect with various stakeholder groups in the community. We will look at best practice processes for collaborations, conduct case studies, and brainstorm opportunities to address existing issues in your communities.
*Presented by Leann Moore, The Newark Partnership
<table>
<thead>
<tr>
<th>Course Title</th>
<th>Date</th>
<th>Time</th>
<th>Presenter(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Self-Actualization: Overcoming Imposter Syndrome*</td>
<td>Oct 1</td>
<td>12:30 p.m. to 3:30 p.m.</td>
<td>Latoya Watson, Associate in Arts Program, University of Delaware</td>
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<tr>
<td>Designing and Administering Effective Public Meetings*</td>
<td>Oct 8</td>
<td>9:00 a.m. to Noon</td>
<td>Kathy Murphy, Institute for Public Administration</td>
</tr>
<tr>
<td>Municipal Elections Administration – Clerks’ Role</td>
<td>Oct 8</td>
<td>12:30 to 3:30 p.m.</td>
<td>Anthony Albence and Rebecca Argo, Delaware Department of Elections</td>
</tr>
<tr>
<td>Planning your Community’s Future: Land Use Administration</td>
<td>Oct 15</td>
<td>9:00 a.m. to Noon</td>
<td>Barrett Edwards, Hudson, Jones, Jaywork and Fisher</td>
</tr>
<tr>
<td>Legal Issues Facing Municipalities*</td>
<td>Oct 15</td>
<td>12:30 to 3:30 p.m.</td>
<td>Savannah Edwards, City of Lewes, and AECOM</td>
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<tr>
<td>Citizen Participation through a Planning Lens*</td>
<td>Oct 22</td>
<td>9:00 a.m. to Noon</td>
<td>Jennifer Reitz, Institute for Public Administration</td>
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<tr>
<td>Productivity Protocols: A Practical Approach to Knowledge and Project Management*</td>
<td>Oct 22</td>
<td>12:30 to 3:30 p.m.</td>
<td>Danielle Vota, Institute of Public Administration</td>
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* These courses are presented by the Institute for Public Administration.
Accounting and Budgeting for Municipal Governments*
October 29 | 9:00 a.m. to Noon
The goal of this presentation is to provide a broad range of information regarding governmental accounting and budgeting. This course will discuss basic, practical, and not over-technical accounting and budgeting practices used by municipalities. Basic accounting terminology, fund accounting, government financial statements, budgeting principals, budgeting cycles, revenues, and property tax will be discussed. During this session you will learn: Generally Acceptable Accounting Principles, Basic Governmental Accounting Concepts – Fund Accounting, the purpose of a budget, common revenue sources for governments, and principles to guide budget development.
Presented by Teresa Tieman, Town of Fenwick Island, Delaware

Sustainable Water Management: Delaware’s Water World
October 29 | 12:30 to 3:30 p.m.
This session will address what stormwater is and why it matters, rules and regulations to govern water resources, and water initiatives, programs, and resources available throughout Delaware.
Presented by Martha Narvaez and Hayley Rost, Water Resources Center (WRC), Institute for Public Administration

How to Register
You can register online for the full Municipal Clerks Institute or individual MMC-level courses:
• If you plan to use a credit card, please register via CashNet. (Use discount code "5CLASS" at checkout to purchase 5 MMC classes for $245.)
• To register for the Institute and pay via check, please fill out this form so that IPA can create an invoice.
• Scholarships are also available. Learn more here, Apply for a scholarship here.

Registration Deadline is August 25.

Questions?
Contact Julia O’Hanlon at jusmith@udel.edu or call 302-831-6224.

*Asterisk denotes MMC Level Courses