

What is a MATI course and what can I learn?

The *Municipal Administrator's Training Institute* or "MATI" programs described below are professional development courses offered by Capilano University in partnership with the Local Government Management Association of BC (LGMA). Offered in a six day residential format, these interactive courses are designed to provide essential knowledge and skills needed by staff in local governments, related organizations and First Nations governments in BC.

Join the hundreds of local government professionals around the province, including CAOs, managers, technical and administrative staff who have taken one, some or all of these MATI courses. The following four courses are being offered in 2015:

MATI – Advanced Communications Skills for Local Government Professionals (PADM 205)

April 26 - May 1, 2015

Lower Mainland
(Bowen Island)

- Learn communication essentials – listening and open question techniques
- Manage difficult conversations and improve skills for resolving conflict
- Practice coaching and negotiating skills
- Improve council-staff communication
- Get advice on your own communication challenges
- Communicate better with diverse populations
- Learn public consultation approaches and techniques
- Media relations training
- Learn about social media and Web 2.0 best practices

MATI – Managing People in Local Government Organizations (PADM 207)

May 24 - 29, 2015

Lower Mainland
(Bowen Island)

- Learn how to manage the performance of your department and organization
- Understand labour relations and resolve issues
- Engage and motivate your staff
- Better understand and deal with your "hire to retire" obligations to staff
- Learn recruitment, selection, interviewing do's and don'ts
- Review succession planning essentials – forecasting, budgeting and knowledge transfer
- Get advice on resolving your employee relations and workplace issues
- Learn how to build effective teams
- Discover employee professional development options to support future leaders



MATI – Leadership in Local Government Organizations (PADM 204)

June 21 - 26, 2015

Lower Mainland
(Bowen Island)

- Assess your leadership strengths and competencies
- Improve interpersonal skills
- Learn to build collaborative relationships and consensus
- Coach, mentor and inspire others
- Build better business cases and learn project management skills
- Focus on maintaining work-life balance, productivity, stamina and sanity
- Learn the difference between leading and managing
- Develop new approaches to your leadership challenges
- Learn essential leadership skills and practice their application through simulation exercise – "A Day in the Life of a Senior Management Team"
- Discuss effective strategic and corporate planning practices



MATI – The Successful CAO: Local Government Advanced Management

(PADM 308)

October 4 - 9, 2015

Okanagan
(Kelowna)

- For new CAOs (0-3 years) and aspiring CAOs (in senior management) who have already taken at least one of the MATI courses listed on page one or *PADM 307 Ethics in Local Government*.
- Assess personal strengths and better prepare for success in the CAO role
- Enhance practical knowledge of the CAO role within the BC local government system
- Analyze challenging real-world scenarios faced by CAOs and recommend solutions
- Develop effective strategies and a personal action plan for long term success
- Learn and be mentored by experienced CAOs
- Build your best practices toolkit for supporting council and board effectiveness
- Apply public interest and ethical decision making frameworks to key issues
- Learn effective approaches to managing relationships, “up, down and out”

MATI Community Planning in Local Government Organizations – Returns March 2016

(Students may also wish to take PADM 305 in Fall 2015 which explores a range of community planning and public policy issues – contact office for full brochure or see www.capilano.ca/local-govt)

Some
courses fill
quickly...
register
early!

At MATI courses you will also:

- Improve skills with hands-on practice and interactive discussions
- Benefit from smaller class sizes with focus on student participation and discussion
- Receive advice from expert practitioners on your workplace challenges and issues
- Develop a network of local government colleagues and exchange experiences and resources with them
- Have one-to-one access to prominent local government leaders
- Obtain professional feedback from a registered psychologist and executive coach
- Receive a resource binder that includes sample documents, checklist and charts you can use Monday morning following the course
- Have fun while you are learning!



How do they fit with my career plans?

Get the essential skills and training you need to be more effective in your current position and move into more senior leadership roles. When taken for credit, Capilano MATI courses can be applied toward the Local Government Administration or Leadership Development Certificates, Advanced Certificate or Diploma at Capilano University. For information about Board of Examiners Certificates and funding assistance see

http://www.cscd.gov.bc.ca/lgd/gov_structure/board_examiners/index.htm

Other MATI Courses

Please see the Local Government Management Association for more information on MATI Foundations (August) and MATI for Approving Officers (October): www.lgma.ca.



2015 MATI Times and Fees

Course Times Each course is offered in residence for 6 consecutive days; Sunday afternoon to following Friday.

Tuition Fees Approx. \$2,600. (This includes tuition, all course materials, accommodation and meals. Funding Assistance is available through the Board of Examiners.)

To register and for more information, contact:

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