



MUNICIPAL ESSENTIALS

**CAPACITY BUILDING FOR ELECTED
OFFICIALS AND MUNICIPAL EMPLOYEES**



INTRODUCTION

Southeast College has partnered with the Saskatchewan Association of Rural Municipalities (SARM) and Municipalities of Saskatchewan to deliver dynamic and informational leadership workshops that will help elected officials and municipal employees build on their core business, supervisory and leadership skills. Instructor led virtual classes and independent learning on-line classes are available. Municipalities are encouraged to contact the College if they would like to host a customized virtual class.



RECORD OF COMPLETED COURSES MUNICIPAL ESSENTIALS

COURSE NAME	COMPLETED
Leadership & Influence	
Supervising Others	
Meeting Management	
Communication Strategies	
Time Management	
Assertiveness & Self Confidence	
Conflict Resolution	
Customer Service	
Critical Thinking	

LEADERSHIP MODULES

PROGRAM DESCRIPTION

The Municipal Essentials (ME) leadership workshops provided by Southeast College are ideal for elected officials, administrators and new and current supervisors. These courses will help learners improve their management acumen through practical, skill-orientated leadership training. This training is provided through both interactive and instructor led virtual classes and accessible independent learning on-line classes. Both class options contain content from leading edge instructors who will challenge and build the learners core business, leadership and management skills.

For those wishing to take three (3) or more workshops, the ME program has been designed to recognize three (3) levels of achievement. Once three (3) workshops have been successfully completed a Level 1 Certificate endorsed by SARM/Munisask and Southeast College will be awarded. When six (6) workshops have been completed, the Level 2 Certificate will be awarded, etc. There are nine (9) workshops for participants to choose from for participation in the level certificates. Safety classes are not eligible for level certificates.

Programs described may be subject to change.

WORKSHOP DETAILS

Registration Information:

Virtual Management Essentials Classes
\$124.00 per class

Online Management Essentials Classes
\$75.00 per class

Detailed information including course dates available:

<https://www.southeastcollege.org/courses/municipal-essentials/>

Registration Department at 1.866.999.7372

Registration@southeastcollege.org

LEADERSHIP & INFLUENCE

They say that leaders are born, not made. While it is true that some people are born leaders, some leaders are born in the midst of adversity. Often, people who have never had a leadership role will stand up and take the lead when a situation they care about requires it.

Once you learn the techniques of true Leadership and Influence, you will be able to build the confidence it takes to take the lead. The more experience you have acting as a genuine leader, the easier it will be for you. It is never easy to take the lead, as you will need to make decisions and face challenges, but it can become natural and rewarding.

SUPERVISING OTHERS

Supervising others can be a tough job. Between managing your own time and projects, helping your team members solve problems and complete tasks, and helping other supervisors, your day can fill up before you know it.

The Supervising Others workshop will help supervisors become more efficient and proficient, with information on delegating, managing time, setting goals and expectations (for themselves and others), providing feedback, resolving conflict, and administering discipline.

MEETING MANAGEMENT

This workshop is designed to give participants the basic tools they need to initiate and manage their meetings. They will learn planning and leading techniques that will give them the confidence to run a meeting that will engage the attendees and leave a positive and lasting impression. Through this workshop, participants will learn the needed skills in planning and implementing a successful meeting.

The Meeting Management workshop will explore how to reduce waste and make meetings more efficient. This is a hands-on workshop and group participation helps make it a valuable experience. Participants can use this time to begin the process of developing their skills along with other participants who share the same desire to improve their meeting management skills.

COMMUNICATION STRATEGIES

For the better part of every day, we are communicating to and with others. Whether it is the speech you deliver in the boardroom, the level of attention you give your spouse when they are talking to you, or the look you give the cat, it all means something.

The Communication Strategies workshop will help participants understand the different methods of communication and how to make the most of each of them. These strategies will provide a great benefit for any organization and its employees. They will trickle down throughout the organization and positively impact everyone involved.

TIME MANAGEMENT

Personal time management skills are essential for professional success in any workplace. Those able to successfully implement time management strategies are able to control their workload rather than spend each day in a frenzy of activity reacting to crisis after crisis - stress declines and personal productivity soars! These highly effective individuals are able to focus on the tasks with the greatest impact to them and their organization.

The Time Management workshop will cover strategies to help participants learn these crucial strategies. Participants will be given a skill set that includes personal motivation, delegation skills, organization tools, and crisis management.

ASSERTIVENESS & SELF CONFIDENCE

Self-confidence and assertiveness are two skills that are crucial for success in life. If you do not feel worthy, and/or you do not know how to express your self-worth when communicating with others, life can be very painful. These skills will provide opportunities and benefits to the participants in their professional and personal lives.

This Assertiveness and Self-Confidence workshop will give participants an understanding of what assertiveness and self-confidence each mean (in general and to them personally) and how to develop those feelings in their day-to-day lives. These skills will encompass many aspects of the participant's lives and have a positive effect on all of them.

CONFLICT RESOLUTION

Wherever two or more people come together, there is bound to be conflict. This course will give participants a seven-step conflict resolution process that they can use and modify to resolve conflict disputes of any size. Participants will also be provided a set of skills in solution building and finding common ground. In the Conflict Resolution workshop, participants will learn crucial conflict management skills, including dealing with anger and using the Agreement Frame. Dealing with conflict is important for every organization no matter what the size. If left unchecked or not resolved, it can lead to lost production, absences, attrition, and even law suits.

CUSTOMER SERVICE

Each and every one of us serves customers, whether we realize it or not. The Customer Service workshop will look at all types of customers and how we can serve them better and improve ourselves in the process. Participants will be provided a strong skillset including in-person and over the phone techniques, dealing with difficult customers, and generating return business.

CRITICAL THINKING

We live in a knowledge-based society, and the more critical you think the better your knowledge will be. Critical Thinking provides you with the skills to analyze and evaluate information so that you are able to obtain the greatest amount of knowledge from it. It provides the best chance of making the correct decision, and minimizes damages if a mistake does occur.

Critical Thinking will lead to being a more rational and disciplined thinker. It will reduce your prejudice and bias, which will provide you a better understanding of your environment. This workshop will provide you the skills to evaluate, identify, and distinguish between relevant and irrelevant information. It will lead you to be more productive in your career, and provide a great skill in your everyday life.

SAFETY MODULES

PROGRAM DESCRIPTION

The Saskatchewan Association of Rural Municipalities (SARM) along with the Municipalities of Saskatchewan have identified that employees in rural and urban Municipalities require certain safety training certification pertaining to the individual Municipalities' operations.

Southeast College has a proud 40-year history of being responsive to the high demand for training within industry sectors in Saskatchewan. Through partnerships with various safety organizations and safety associations, the College delivers a variety of technical, environmental, and safety-related courses and certifications to meet the economic, social and regulatory requirements of various sectors.

As leaders in our communities, SARM, Municipalities of Saskatchewan, their Member Municipalities, and the College are responsible for setting a strong guiding light for safety. Ensuring the safety of our residents, our employees, and our families is paramount. SafeSask reports indicate that in 2015 there were 105,854 emergency room visits in Saskatchewan; 9,322 hospitalizations due to injury; and 2,142 permanent disabilities. These numbers only decline when a strategic safety-training program is implemented and managed. It is estimated that the cost of preventable injuries is in excess of \$1 Billion in Saskatchewan. Continued education not only keeps people safe, it keeps the burden on taxpayers from escalating.

The leadership that SARM, Municipalities of Saskatchewan and their Member Municipalities, have illustrated in advancing safety initiatives, is to be commended and should be a model for others. Southeast College is a proud facilitator of this initiative and the partners believe that a safe and educated workforce is not just a plan, but it is a way of life.

Southeast College will be working closely with SARM and Municipalities of Saskatchewan to facilitate the delivery of safety training to the staff of the municipalities, as they require it. The College has training developed for municipalities and these training opportunities will be clearly communicated to the municipalities so that they are able to ensure their people are trained to the proper level.

SAFETY TRAINING DETAILS

Customized training information is available through Southeast College's Business & Program Development Consultants at:

1.866.999.7372

or emailing Consultant@southeastcollege.org.

centralsource

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FIRST AID/CPR/AED (ST. JOHN AMBULANCE)

This standard First Aid & CPR is a two-day course that covers artificial resuscitation, choking, bleeding, shock, wounds and dressings, injuries, burns, fractures plus much more. Automated External Defibrillator (AED) Training is included. Receive a certificate from St. John Ambulance. Course content set by Occupational Health and Safety. Topics include emergency scene management, choking, shock and unconsciousness, severe bleeding, one and two rescuer CPR for an adult casualty, and automatic external defibrillation (AED) training.

FIRST AID/CPR/AED RECERTIFICATION (ST. JOHN AMBULANCE)

The goal of this re-certification is to allow students as much practical exercise as is possible, while meeting the growing demand for one-day re-certification format. This is the standard First Aid & CPR 'A' recertification course. Automated External Defibrillator (AED) recertification is included.

GROUND DISTURBANCE FOR SUPERVISORS AND WORKERS

This one-day program is designed for anyone that is supervising a Ground Disturbance (GD), including performing an independent Ground Disturbance or issuing and/or receiving GD permits. This program ensures all supervisory personnel and workers have the training and understanding in all regulations involved in a GD. This course is certified to ABCGA 201 Standard.

CONFINED SPACE

This course covers the OH&S regulations pertaining to confined spaces, hazard identification, gas detection, and the entry permit. It also covers the inspection and use of SCBA and rescue techniques and simulation, and reinforces the need for proper pre-planning procedures.

FALL PREVENTION

This half-day course covers the OH&S Act & Regulations required to meet fall arrest requirements. The course also covers care and maintenance of full body harnesses and anchor points. Practical training included.

GRADER TRAINING - SPRING/SUMMER OPERATIONS (1 TO 5 DAYS)

Grader training is customizable to meet the unique needs of the Municipality. The program is targeted for spring/summer operations - getting roads ready for travel as well as maintaining them. Training equipment rentals are optional.

POWERED MOBILE EQUIPMENT (PME)

This course covers theories of equipment operation, government regulations and safe operating practices. Includes hands-on training and evaluation in customer provided equipment.

Aerial Boomlift	Industrial Tractor
Backhoe	Grader
Beginner Boomtruck	Pallet Mover
Crawler	Rough Terrain Fork/Zoom Boom
Excavator	Scissor Lift
Forklift	Scraper
Front End Loader	Skid Steer

H2S ALIVE (ENERGY SAFETY CANADA)

Students will learn how to work safely in and around hydrogen sulphide (H₂S) environments and receive a 3-year certificate in a one-day class.

DESIGNED FOR

All persons who could, or will be exposed to hydrogen sulphide (H₂S) in their work environments such as those that work in wastewater or sewage treatment facilities.

TOPICS INCLUDE

- H₂S properties, Health Hazards and Locations - Including worker exposure limits
- Hazard Assessment and Control - Including H₂S case studies
- Respiratory Protective Equipment - Including Self-Contained Breathing Apparatus
- Detection of H₂S - Gas detection demonstrations with various detection devices
- Initial Response Strategy - 7 steps; including 4 rescue techniques and case studies

DEVELOPING A SAFETY PLAN

Southeast College is available to facilitate building a fit for purpose safety plan that will cover essential OH&S, security and safety guidelines for municipal offices, shops and other structures as required for individual municipalities.

Building of the safety plan will include, but is not limited to, site visits, organizational need assessments, equipment, personnel, and location. The plan will also include an organizational specific manual that includes a formal safety program, policies and procedures.

WHMIS/TDG - CLASSROOM

WHMIS - This program covers the basics of Workplace Hazardous Materials Information System (WHMIS), providing workers with general knowledge and skills to work safely around hazardous materials. It covers worker education, workplace labelling and material safety data sheets (MSDS). A certificate is issued to each candidate upon successful completion of a written examination.

TDG - To ensure the safety of drivers, the public and the environment the TDG Act and its regulations are in place to govern:

- The handling of dangerous goods
- The offering of dangerous goods to a carrier for transportation
- The transportation of dangerous goods

This TDG certification program has been developed in compliance with Transport Canada's Transportation of Dangerous Goods Act and Regulations.

WHMIS - ON-LINE

This comprehensive online WHMIS course is an engaging and thorough exploration of WHMIS basics.

TRANSPORTATION OF DANGEROUS GOODS (TDG) - ON-LINE

This TDG online course includes a thorough exam and printable certificate to meet the Transport Canada training requirements for all employees involved in the transportation of dangerous goods.

FIRE EXTINGUISHER SIMULATOR

This course combines the Fire Extinguisher theory-only course with a hands-on component utilizing a simulator. Students are given approximately 2 hours of theory in the classroom which includes an overview of fire extinguishers, the different types of extinguishers and which type of extinguisher to use with different types of fire. The remainder of the time is spent hands-on with the simulator.

The simulator uses propane to create a very realistic fire in a controlled environment. Students are given air charged extinguishers using water to put out the fire on the simulator. The simulator can be changed to simulate a motor fire, kitchen stove fire, etc. The instructor is in full control of the flame and can extinguish it at any time. Each student will need approximately 20 minutes of practical time, plus observation.

NOTES



Southeast College has partnered with the Saskatchewan Association of Rural Municipalities (SARM) and the Municipalities of Saskatchewan to deliver dynamic and informational leadership workshops and safety training programs.

CONTACT INFO:

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