

# OZAUKEE COUNTY LEADERSHIP DEVELOPMENT PROGRAM

## ***Purpose***

The Leadership Development Program was developed to invest in our current and future **organizational leaders** by providing programming to strengthen management skills and help participants build competence, confidence, and strategies to meet challenges faced in the workplace.

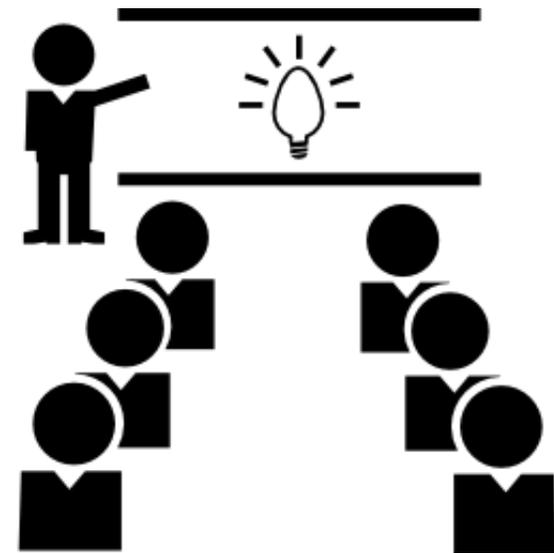
## ***Eligibility to Participate***

In order to participate in this development opportunity, the following are required:

- Must be a regular full-time employee of Ozaukee County
- Must coordinate or have leadership responsibilities in some form; or receive prior approval from your direct supervisor to attend as pre-supervisor development
- ***Microsoft Excel and PowerPoint classes are open to all employees who regularly use the software as part of their duties***
- Must have approval of direct supervisor

## ***How to Register***

To register for courses, please complete the [registration form](#) on the [Human Resources webpage](#) and identify which classes you would like to attend.



Class sizes are limited. A first-come, first-serve basis wait list will be created for any class that reaches capacity.



### Classes Available

Date	Topic	Attendee Limit	Location	Time	Instructor
TBD	Book Club – 7 Habits of Highly Effective People	14	TBD	TBD	N/A
05/07/19	Behavioral Anchored Interviewing	40	Administration Center Auditorium	8:30 AM – 4:30 PM	Rick Bayer
07/09/19	Conflict Resolution	40	Administration Center Auditorium	8:30 PM – 4:30 PM	Rick Bayer
09/09/19	Employee Development	40	Administration Center Auditorium	8:30 AM – 4:30 PM	Rick Bayer
10/08/19	Strategic Management Planning	40	Administration Center Auditorium	8:30 AM – 4:30 PM	Rick Bayer



## Book Club – 7 Habits of Highly Effective People

Instructor	Date	Location & Time
NA	TBD	TBD

### Activity Description

Get to know your colleagues from other departments as we read *The 7 Habits of Highly Effective People*. The goal is to provide you with opportunities to examine your leadership knowledge, beliefs, and practices through reading and discussion of alternate perspectives.

Habits are powerful forces in our lives. They determine our level of effectiveness or ineffectiveness. The purpose of this book is to help you lead your life in a truly effective way. The habits represent a process of personal and interpersonal growth that can have an immediate and lasting impact.

A book will be provided for all participants. The book club will meet three times over a six-week period at the Administration Center. Meeting dates will be determined through a poll of the interested participants.

## Behavioral Anchored Interviewing

Instructor	Date	Location & Time
Rick Bayer	May 7, 2019	Administration Center Auditorium, 8:30-4:30 PM

### Class Description

One of the most important duties that any supervisor or management can perform is hiring a new employee. Most hiring processes focus primarily on interviewing. Yet few supervisors or managers have had any formal training in this area. In this program, we will briefly review the key elements of the hiring process and then spend a majority of the time on interviewing. We will go through a step-by-step process for developing a “behaviorally” anchored interview. In the afternoon, we will go through mock interviews based on what was developed in the morning session.



The interviewing style that participants will be learning during this program is referred to as “behaviorally” anchored interviewing. We will be viewing a video called “More Than a Gut Feeling”. In this video, they discuss the differences between a traditional interview and a behaviorally anchored interview. The video points out that one of the best predictors of future behavior is past behavior. They then go into detail on how to develop a behaviorally anchored interview. Even if you are an experienced interviewer, this program will provide you with information that should help to enhance your interviewing skills.

## Conflict Resolution

Instructor	Date	Location & Time
Rick Bayer	July 9, 2019	Administration Center Auditorium, 8:30-4:30

### Class Description

There are times when conflict between employees can have a significant impact on the morale and productivity of a department or even an entire municipality. We will review a process that can be used to successfully help two or more people in conflict resolve their issues. This step-by-step approach helps people involved in conflict move from advocacy of their position to a balanced view of the issues and movement toward strategies that will achieve a positive outcome. Rick will also teach supervisors how to recognize, respond to, and resolve day-to-day workplace situations while promoting a respectful working environment.

## Employee Development

Instructor	Date	Location & Time
Rick Bayer	September 9, 2019	Administration Center Auditorium, 8:30-4:30

## Class Description

Over the next 5 – 10 years a large percentage of our workforce will be retiring. And when they do they will be taking with them a large amount of organizational knowledge. In some cases we are beginning to prepare for this and in other cases very little is being done. If we do not begin to consider how we will deal with this knowledge loss the long term impacts on local government could be significant.

- Discuss the impending retirement of the Baby Boomers and its impact on local government
- Review of succession planning from an organizational standpoint
- Review the Government Finance Officers Association (GFOA) report “Generational Change” and discuss how their findings and recommendations can be used at a local level
- Discuss “Knowledge Transfer” and actions that can be taken to protect your city/village
- Discuss employee development including:
  - Developing an inventory of candidates
  - Reviewing how to create an individual development plan to build broad skills
  - Selecting development activities for the employee
  - Reviewing development options
  - Reviewing how to create an employee development action plan to build a specific behavior or skill

## Strategic Management Planning

Instructor

Rick Bayer

Date

October 8, 2019

Location & Time

Administration Center  
Auditorium, 8:30-4:30

## Class Description

Strategic management planning is the process of formally thinking about an organization’s future course. It is a disciplined effort to define an organization’s direction and to make fundamental decisions about how it will achieve its mission. The strategic planning process shapes and guides:

- What an organization is

- What an organization does
- Why it does it
- How it does it
- Whom it serves
- How it measures success

Strategic management planning is about envisioning where you want to be in the future, determining where you are now, and deciding in broad terms how you're going to get there.

In this program we will review the key elements in strategic management planning including:

- Defining the organization's vision
- Stating the mission
- Identifying values/beliefs
- Conducting an environmental assessment/scan
- Setting long term goals
- Establishing objectives
- Developing action plans
- Setting a timeline
- Getting organizational approval
- Implementing the action plans
- Reviewing and making the necessary modifications
- Establishing an update/communication mechanism

## Instructor Bios



**Rick Bayer**

Rick Bayer recently retired from Cities and Villages Mutual Insurance Company (CVMIC) where he was the Director of Loss Control for the last 22 years. As Director of Loss Control he was responsible for coordinating, overseeing, and providing a wide range of risk management, loss control, and loss prevention services to CVMIC's 48 Members. A large part of his job was developing and conducting management, supervisory and safety training programs and providing on-site assistance to members in the risk management and employment practices liability areas.

He has conducted over 2,000 training programs for local government. Rick regularly presents training programs like "Strategic Management Planning" "Hiring and Interviewing", "Contractual Risk Transfer", "Discipline & Wrongful Termination", "Generations", etc. for state professional organizations at their annual conferences.

Prior to joining CVMIC he spent 20 years in the field of Human Resources and Risk Management; 18 years for the City of Appleton and two years for Rock County. He also has a B.S. in Business Administration and Psychology from U.W. Stevens Point.



### Joseph Weitzer, PhD

Joseph Weitzer has helped guide the transformation and strategic direction of public and private sector clients for nearly 35 years. He is described as a highly effective, strategic leader, who seeks to understand the strengths and assets of team members, supports individualized development, works to support alignment of resources and empowers individuals as a means to achieving results. As a catalyst for change, he has been instrumental in establishing a culture of continuous improvement in several organizations where he held senior leadership roles.

Weitzer's disciplined approach is informed by his graduate education during which he focused on motivation and human performance. His career path afforded him opportunities to develop and apply knowledge in progressive leadership roles held in manufacturing, health care, government, food service, education and business service sectors.

Joe holds undergraduate and graduate degrees from the University of Wisconsin-Milwaukee. He is also a graduate of the Chair Academy and Collegiate Management Institute's Leadership Program. He is trained in Kepner-Tregoe Problem Solving and Decision Making methodology and is a Certified Lean-Six Sigma Black Belt.



### Desiree Herrmann

Desiree Herrmann has been in the IT industry since 1994 as a network administrator, systems engineering, and consultant. She has been training full-time since 2006. She teaches courses in Microsoft Windows, SharePoint, Exchange, Office 365, Adobe, and many more.