

## INSTITUTE III PRE-WORK

### **Budget Preparation –**

**Prework:** Bring to class a summary of the process your municipality goes through to develop and eventually pass the budget. Attach supporting documentation that authorizes, enables, or directs the steps (i.e. ordinances or state law), if available.

### **Budget Process –**

**Prework:** Select an item from your local budget which you will present to the class. Prepare an argument for or against the budget item. (Why the item should pass or fail).

### **Computers –**

Please bring with you a 1 or 2 GB USB drive.

You will receive an email in about a week requesting you to complete a “Skills Self-Assessment.” It will contain a link to an on-line survey at Survey Monkey. It will require **less than one minute of your time**, and we need you to complete it immediately upon receipt of our invitation by email.

### **How to Manage Emotions in the Workplace –**

Write at least a half page description about a situation at work in which emotions were involved.

### **Power –**

Please bring a 10” x 12” #2 pine board, unfinished and kiln dried.

### **Parliamentary Procedures – (Jack Shorr) none**

### **Ethics – (Jack Shorr) none**

### **Leadership Management – (Jay Uhler) none**

### **Freedom of Information – (Jack Shorr) none**

**Presentation Skills** – Write at least a half page introduction about yourself for someone to read to introduce you before your talk in class (use 14 point font). You may include your title, number of years on the job, your credentials, or why the job is important to you. Include anything you think would be helpful for your audience to know about you. Write a rough draft and we can review them in class, if you have questions. Including humor is good! It helps you and your audience to relax.

Prepare a 5 - 6 minute presentation about something that that you can put emotion into – something that you feel passionate about. Prepare a talk that you might give in a community/work situation. If you can't think of a work related topic that you feel passionate about consider doing a non-work related subject like a favorite hobby, trip, a social cause, or volunteerism, etc.

You may incorporate visual aids including; handouts, flipcharts, overheads, graphs, or displays. You can use PowerPoint.

Organize your presentation. Have an opening, body, and closing to your talk. You may include statistics, quotes, and stories. A call to action can be effective in some presentations where you want people to do something as a result of your talk.

Please take the time to prepare in advance. The more time you put into your preparation the less time you will need to spend while you are at NEMCI. Feel free to make modifications to your presentation after the first two training sessions.

Remember to think positively, breathe, and envision a successful outcome. Here's your chance to shine.