

# Professional Development Membership Checklist

The NC City and County Management Professional Development Committee offers the following checklist that provides guidance through your career for Professional Development. The overall goal of completing items in this suggested order is to ultimately reach ICMA Credentialed Manager Status.

**UNC School of Government Municipal/County Management Seminar –**

This seminar is a staple for all those who want to learn more about the workings of municipal or county government. For more information, please go to the following link: <https://www.sog.unc.edu/courses/municipal-andcounty-administration> .

**UNC School of Government Essentials of Managing –** this online program

Is made up of six modules covering a variety of topics relevant to managers of municipalities and counties in North Carolina. These self-paced lessons are designed for the following audiences; First time managers; managers new to North Carolina; managers transitioning to a new form of government; managers new to local government and aspiring managers. For more information, please go to the following link: <https://www.sog.unc.edu/courses/municipal-and-county-administration> .

**UNC School of Government Effective Supervisory Management**

**Program** – Supervisors in local government today face unique and complex challenges when working with others and serving their communities. This program provides newly promoted and veteran local government supervisors and front-line managers with the opportunity to better understand and practice basic supervision skills. You will have the opportunity to: Understand your management style and make it more effective; Gain an overview of management and supervisory roles and issues; Diagnose problems and analyze difficult interpersonal situations; Build teamwork and lead problem-solving efforts; Address conflict and strengthen relationships with employees and coworkers; Improve listening, communication, and coaching skills; Appreciate what it means to work in the public sector and make a contribution to the community For more information, please go to the following link: <https://www.sog.unc.edu/courses/effective-supervisory-management-program>

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**ICMA Local Government 101** – This ICMA sponsored course goes back to the basics – grounding local government professionals in those key skills and practices that are the foundation of becoming an effective local government manager. The course focuses on leadership, management, service delivery, budgeting, and human resources. For more information, please go to the following link:

[http://icma.org/en/university/professional\\_development/local\\_government\\_101](http://icma.org/en/university/professional_development/local_government_101)



**ICMA Emerging Leaders Development Program** – This ICMA sponsored course is designed to help early to mid-career professionals build knowledge, skills, and abilities in the basic management and technical topics that managers need to know to be successful. Through a unique format that blends monthly teleseminars with senior credentialed managers or public administration professors, ELDP minimizes your time away from work and maximizes your local government expertise. For more information, please go to the following link:

[http://icma.org/en/university/leadership\\_development/eldp](http://icma.org/en/university/leadership_development/eldp)



**ICMA Local Government 201** – This ICMA sponsored course will give you a practical understanding of core topic areas that are essential to becoming an effective local government manager. The course focuses on effective communication, public safety, community building, organizational development, and leadership. For more information, please go to the following link:

[http://icma.org/en/university/professional\\_development/local\\_government\\_201](http://icma.org/en/university/professional_development/local_government_201)



**ICMA Mid-Career Manager's Institute** – This ICMA sponsored course focuses on managers who may be credentialed and want to engage in a focused course of study and connection with others who are mid-career. Also for those who may not yet be credentialed who have management experience which may be in fields other than local government and who want to build strong ties with the profession and strengthen management skills with the goal of becoming credentialed managers. For more information, please go to the following link:

[http://icma.org/en/university/professional\\_development/training\\_workshops/midcare\\_er](http://icma.org/en/university/professional_development/training_workshops/midcare_er)



**UNC School of Government Leading for Results** – This program gives a select number of local government professionals the chance to participate *tuition-free* in the intensive *Leading for Results* learning experience at the

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[www.ncmanagers.org](http://www.ncmanagers.org)

UNC School of Government (SOG) as a Local Government Federal Credit Union (LGFCU) Fellow. This program is designed to help people who are new to leadership or transitioning into leadership roles gain skills in strategic thinking, problem solving, effective communication and team building. The program focuses on developing individual leadership and organizational leadership skills. For more information, please go to the following link:

<https://www.sog.unc.edu/resources/microsites/leadingresults-lgfcu-fellows>



**UNC School of Government Public Executive Leadership Academy** – The Public Executive Leadership Academy provides city and county managers, their assistants, and key department heads the opportunity to learn more about themselves as leaders and to gain skills to lead and manage change in their communities. Participants will choose a "real world" project for leading regional, community or organizational change and develop a plan, in consultation with their learning teams, for carrying it out. This project will integrate and apply the leadership knowledge and skills developed during PELA. Participants will also work on a personal leadership development plan that will incorporate feedback from faculty, colleagues, and community stakeholders. For more information, please go to the following link:

<https://www.sog.unc.edu/courses/public-executive-leadership-academy>



**ICMA Gettysburg Leadership Institute** – This ICMA sponsored course focuses on, a small group of no more than 30 senior local government managers meet to study the leadership lessons of Gettysburg. This is a unique opportunity to join colleagues in an exploration of personal leadership, organizational effectiveness, and the lessons of history. The leadership lessons of the battle of Gettysburg, the leadership styles of Lincoln and Eisenhower, and the aftermath or disaster recovery of the town of Gettysburg after the battle of 1863 form the core of this site specific leadership institute offered in conjunction with the Gettysburg Foundation. For more information, please go to the following link:

<https://icma.org/documents/2019-icma-gettysburg-leadership-institute-application>



**ICMA Senior Executive Institute Leadership Program (SHORT SESSION)**  
The ICMA Senior Executive Institute offers 8 days of intensive, interactive learning in a supportive culture. SEI is designed specifically for and by senior local government managers, and is held at U.Va.'s renowned Colgate Darden School of Business. The curriculum, designed by the faculty at

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U.Va.'s Weldon Cooper Center for Public Service, is varied; the faculty well-grounded in the needs and concerns of the top local government executive, and the beauty of the area is unparalleled. For more information, please go to the following link:

<https://sei.coopercenter.org/upcoming>



**ICMA Williamsburg Leadership Institute** – This ICMA sponsored course focuses on: Today's best leaders have a deeper appreciation and fresh perspective on change, civility, continuity, values, and leadership. In this program, you will uncover the relevance of Williamsburg in the 1770s with what is happening in our communities today; enabling you to become the type of leader that provides citizens with the best tools and information to create a well informed and involved community. For more information, please go to the following link:

[http://icma.org/en/university/leadership\\_development/williamsburg\\_leadership\\_institute](http://icma.org/en/university/leadership_development/williamsburg_leadership_institute)



**ICMA Senior Executive Institute (FULL TWO WEEK SESSION)** – The Senior Executive Institute offers two weeks of intensive, interactive learning in a supportive culture. SEI is designed specifically for and by senior local government managers, and is held at U.Va.'s renowned Colgate Darden School of Business. The curriculum, designed by the faculty at U.Va.'s Weldon Cooper Center for Public Service, is varied; the faculty well-grounded in the needs and concerns of the top local government executive, and the beauty of the area is unparalleled.

For more information, please go to the following link:  
<https://sei.coopercenter.org/leadership/sei-programdetails>



**Harvard Kennedy School, Executive Education, Senior Executives in State and Local Government** – This program focuses on provides a balance of traditional and hands-on learning experiences to help seasoned public officials meet the changing needs of their constituents and communities. In particular, this program enables participants to become more effective public managers by: Challenging assumptions about how to exercise leadership in the public sector. Developing new conceptual frameworks for addressing policy issues. Examining innovative partnerships and new models of collaborative governance. Exploring the relationship between citizens and their government. Understanding the behavioral dimensions of decision-making. Exchanging ideas with experienced faculty and a diverse

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group of colleagues. For more information, please go to the following link:  
<https://exed.hks.harvard.edu/Programs/sl/overview.aspx>

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### *OTHER PROGRAMS*

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**COACHING FOR CHANGE** – A NCCCMA-funded program, formerly known as *Managers in Transition*, supports members who are experiencing a significant transition, including job loss. Typically, this profession uses the phrase 'in transition' to describe situations when people are involuntarily separated from service. Realistically, the term transition applies more broadly – to those starting a new position in a new organization, starting a new position in their existing organization, or dealing with their position being reclassified or reorganized in a way that was not expected.

No matter what type of transition you are experiencing, extra support during this time can help you figure out:

- What happened?
- What have I learned?
- What am I concerned about or need help with?
- Where do I want to go?
- How do I get there?

The program includes up to 10 hours of coaching from professionally trained and experienced coaches who provide results-based coaching to government agencies in North Carolina.

For more information about how to enroll in this program, click here <https://www.sog.unc.edu/resources/microsites/ncccma-transition-support-program/how-do-i-participate>

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