

SUNDAY 10/01/23 OR 04/21/24	MONDAY 10/02/23 OR 04/22/24	TUESDAY 10/03/23 OR 04/23/24	WEDNESDAY 10/04/23 OR 04/24/24	THURSDAY 10/05/23 OR 04/25/24	FRIDAY 10/06/23 OR 04/26/24
<p>3:00 – 5:00 PM REGISTRATION Keller Convention Center</p> <p>5:00 – 6:00 PM ORIENTATION</p> <p><i>Everyone needs to attend this important session that sets the stage for the week, and it also provides an opportunity to get acquainted with the rest of the class.</i></p> <p><i>Don't miss it!</i></p> <p>6:00 – 8:00 PM FIRST SESSION: TOP SUPERVISORY CHALLENGES FACING PUBLIC WORKS LEADERS</p> <p>IPSI Advisory Committee with Lewis Bender, Ph.D., Professor Emeritus SIU, Edwardsville IPSI Facilitator and Instructor (2 hours of instruction)</p> <p>DINNER PROVIDED <i>This session is mandatory.</i></p> 	<p>7:00 – 7:45 AM FULL BREAKFAST Convention Center</p> <p>8:00 AM – Noon SUPERVISORY DO'S AND DON'TS</p> <p><i>Lessons learned from years of supervisory experience.</i></p> <p>IPSI Advisory Committee with Lewis Bender, Ph.D., Professor Emeritus SIU, Edwardsville IPSI Facilitator and Instructor (3.75 hours of instruction)</p> <p>Noon – 1:00 PM LUNCH</p> <p>1:00 – 4:30 PM LEGAL UPDATE</p> <p><i>You will be given facts about a real arbitration case and then asked how and why you would rule.</i></p> <p>Kelly Coyle, Clark Baird Smith, LLP (3.25 hours of instruction)</p> <p>5:00 – 8:30 PM MANAGING PROBLEM EMPLOYEES – PART I</p> <p><i>Effective and practical methods for addressing problem employees</i></p> <p>Lewis Bender, Ph.D., Professor Emeritus SIU, Edwardsville IPSI Facilitator and Instructor (3.25 hours of instruction)</p>	<p>7:00 – 7:45 AM FULL BREAKFAST Convention Center</p> <p>8:00 AM – Noon SUCCESSFUL COMMUNICATION</p> <p><i>Teach Your People to Communicate with You Successfully</i></p> <ul style="list-style-type: none"> • Ways to teach your people to stop whining. • Master the language of management. • Help your people disagree with you productively. • Keys to supporting your team. <p>Doug Cartland, DCI</p> <p>Noon – 1:00 PM LUNCH</p> <p>1:00 – 4:30 PM MASTER TIME AND STRESS</p> <ul style="list-style-type: none"> • Six investments that have a guaranteed payoff in time. • Discover why multitasking is a myth. • 7 Strategies for getting organized. • Manage stress during the storm. <p>Doug Cartland, DCI (7.25 hours of instruction)</p> <p>5:00 – 8:00 PM NETWORKING EVENT</p> <p><i>Dinner Provided</i> <i>Corn Hole Tournament</i></p>	<p>7:00 – 7:45 AM FULL BREAKFAST Convention Center</p> <p>8:00 AM – Noon MANAGING PROBLEM EMPLOYEES – PART II</p> <p><i>How to strengthen your team despite the influences of problem employees.</i></p> <p>Lewis Bender, Ph.D., Professor Emeritus SIU, Edwardsville IPSI Facilitator and Instructor (3.75 hours of instruction)</p>  <p>FREE AFTERNOON</p> <p>This free afternoon makes up for a very long day on Monday.</p> <p>Participants are strongly encouraged to take advantage of this time for networking and relaxing in preparation for the rest of the week.</p> <p>Organized activities include golf, shooting range, and local tourism attractions.</p> <p>On your own for dinner. Enjoy!</p>	<p>7:00 – 7:45 AM FULL BREAKFAST Convention Center</p> <p>8:00 AM – Noon UNDERSTANDING THE BUDGETING PROCESS</p> <p><i>Learn the elements of budgeting and how budgets impact all aspects of an organization.</i></p> <p>Jeff Anderson, Regional Director, Marketing, Michigan CLASS</p> <p>Karen Lancaster, CPA, CPFO, Woodhill Group (3.75 hours of instruction)</p> <p>Noon – 1:00 PM LUNCH</p> <p>1:00 – 4:30 PM TIME MANAGEMENT</p> <p><i>Stop feeling so overwhelmed and tell your time what to do..</i></p> <p>Steve Ludwig, Ludwig Speaks (3.25 hours of instruction)</p> <p>5:00 – 6:00 PM SOCIAL HOUR</p> <p>6:00 – 8:00 PM BANQUET and AWARDS</p> <p><i>Congratulations</i> <i>Fall Class of 2023 & Spring Class of 2024!</i></p>	<p>7:00 – 7:45 AM FULL BREAKFAST Convention Center</p> <p>8:00 AM – Noon MANAGING GOSSIP AND RUMORS IN THE WORKPLACE</p> <p><i>You will also learn how to develop strategies for dealing with gossip in your personal life and the workplace.</i></p> <p>EUREKA TO ACTION</p> <p><i>Leave IPSI with a plan for putting lessons learned to good use.</i></p> <p>Lewis Bender, Ph.D., Professor Emeritus SIU, Edwardsville IPSI Facilitator and Instructor (3.75 hours of instruction)</p>  <p>Certificates will be provided to all participants after the last session on Friday. This includes Basic 3. No exceptions.</p>