## Institute Schedule

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<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
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</thead>
</table>
| **INSTITUTE DIRECTOR**
Lewis Bender, Ph.D.
Professor Emeritus SIU Edwardsville, Illinois
As the facilitator and Institute Director, Lew keeps things moving and ties all the sessions together at the Institute. In addition to facilitation, he serves as a presenter and the instructor of record for those wishing to receive college credit for attending the Institute. | **8:00 AM - Noon**
FINANCING LOCAL GOVERNMENT SERVICES IN CHANGING TIMES
This session will include a look at Michigan trends and a facilitated discussion about challenges facing Michigan.
Lewis G. Bender, Ph.D.
Institute Director and MAMC Board | **8:00 AM - Noon**
EVENT MUNICIPAL CLERK PROFESSION ELECTION UPDATE
Virginia Vander Roest Election Specialists Bureau of Elections Lansing | **8:00 AM - Noon**
HOW TO MOTIVATE YOUR EMPLOYEES
- The top 10 motivators in business.
- How to find out what motivates your team.
- How to create a motivated work culture.
Lewis G. Bender, Ph.D.
Institute Director | **8:00 AM - 11:00 AM**
ACCOUNTABILITY IN THE WORKPLACE
For most team members and team leaders the top work frustrations are workers who don’t meet deadlines or who continuously fail to effectively do their work. This workshop examines the causes and impacts of lack of accountability and offers substantive suggestions for improving workplace accountability.
Lewis G. Bender, Ph.D.
Institute Director |
| **3:00 PM - 5:00 PM**
REGISTRATION
CONFERENCE CENTER | **8:00 AM - Noon**
FREE AFTERNOON MAMC Institute is an intense education experience. This session is set aside for networking and regrouping for the rest of the week. It makes up for the evening session on Monday and participants are strongly encouraged not to return to work on Wednesday afternoon. | **8:00 AM - Noon**
HOW TO MOTIVATE YOUR EMPLOYEES
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Doug Cartland
Founder
Doug Cartland, Inc. (DCI) | **8:00 AM - 11:00 AM**
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Lewis G. Bender, Ph.D.
Institute Director |
| **5:00 PM - 7:00 PM**
WORKING SESSION
Includes first assignment.
(Dinner provided.)
Lewis G. Bender, Ph.D.
Institute Director | **1:00 PM - 5:00 PM**
COMMUNITY EDUCATION THROUGH MEDIA AND COMMUNITY RELATIONS
This course will take you through the “who, what, when, where and how” of public communications. Just as importantly, it will discuss the “why” of communications — a much over-looked topic!
Tara Presta
Mayor’s Chief Assistant of Marketing and Communication
Tina Barton
Clerk
City of Rochester Hills | **1:00 PM - 5:00 PM**
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Mayor’s Chief Assistant of Marketing and Communication
Tina Barton
Clerk
City of Rochester Hills | **11:00 AM - 2:00 PM**
TACTICAL PLANNING
LIGHT LUNCH PROVIDED. Putting Eureka’s to Action!
Lewis G. Bender, Ph.D.
Institute Director | **5:30 PM - 6:30 PM**
SOCIAL - CASH BAR | **6:30 PM - 8:00 PM**
DINNER AND AWARDS BANQUET
Plaques will be presented to those people that have completed the three year program. |
| **NOON - 1:00 PM**
LUNCH | **NOON - 1:00 PM**
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Tina Barton
Clerk
City of Rochester Hills | **8:00 AM - Noon**
STRATEGIC PLANNING PROCESSES FOR THE CLERK’S OFFICE
From how to get organized to implementation, this session will cover basic steps of the strategic planning process.
Lewis G. Bender, Ph.D.
Institute Director | **8:00 AM - Noon**
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