




MAMC INSTITUTE

March 14 - 19, 2021 or March 21 - 26, 2021

Comfort Inn & Suites Hotel and Conference Center ♦ Mt. Pleasant, Michigan

SUNDAY March 14 or March 21	MONDAY March 15 or March 22	TUESDAY March 16 or March 23	WEDNESDAY March 17 or March 24	THURSDAY March 18 or March 25	FRIDAY March 19 or March 26
<p>3:00 - 5:00 PM REGISTRATION</p> <p>Comfort Inn Stadium Room near the lobby.</p> <p>5:00 - 6:30 PM ORIENTATION PROGRAM & FIRST CLASSROOM ASSIGNMENT OPENING SESSION</p> <p>Lewis Bender, Ph.D. Professor Emeritus, SIUE, MAMC Institute Director and Facilitator</p> <p>6:30 - 9:00 PM IF I KNEW THEN WHAT I KNOW NOW...</p> <p>Clerks will have an opportunity to share lessons they learned the hard way.</p> <p>WORKING SESSION INCLUDES DINNER</p>	<p>8:00 AM - Noon SOCIETAL TRENDS THAT ARE IMPACTING LOCAL MICHIGAN CLERKS</p> <p>Facilitated Discussion</p> <p>Lewis Bender, Ph.D. Professor Emeritus, SIUE, MAMC Institute Director and Facilitator</p> <p>MAMC Board of Directors</p> <p>LUNCH</p> <p>1:00 - 3:00 PM EMOTIONAL INTELLIGENCE</p> <p>Christal Eason, CLE Strategic Solutions, LLC</p> <p>3:15 - 5:00 PM ETHICS POLICIES</p> <p>Mary Clark, MiPMC, Delta Charter Township</p> <p>5:00 - 5:30 PM HEARTY SNACK</p> <p>5:30 - 8:30 PM TRAIN THE TRAINER</p> <p>A course recommended for Clerks who must guide and instruct others.</p> <p>Lewis Bender, Ph.D. Professor Emeritus, SIUE, MAMC Institute Director and Facilitator</p>	<p>8:00 AM - Noon RECORDS MANAGEMENT</p> <p>Record retention and disposal schedules, common record- keeping problems, storing, destroying, preserving records, and records clean-up.</p> <p>Caryn Wojcik, CA, MILS and Sam Beland, Government Records Analyst State of Michigan Records Management Services</p> <p>LUNCH</p> <p>1:00 - 5:00 PM LESSONS LEARNED FROM THE PRESIDENTIAL ELECTION</p> <p>TBD</p> <p>ON YOUR OWN FOR DINNER</p> <p>Lots of good places to eat and get together with other clerks.</p>	<p>8:00 AM - Noon MANAGING PROBLEM EMPLOYEES</p> <p>Learn about PC's behaviors and their impact on the team, the customers, the organization, and you!</p> <p>Lewis Bender, Ph.D. Professor Emeritus, SIUE, MAMC Institute Director and Facilitator</p>  <p>FREE AFTERNOON</p> <p>This free afternoon makes up for a very long day on Monday. Participants are strongly encouraged to take advantage of this time for networking and relaxing in preparation for the rest of the week. You will be on your own for lunch and dinner.</p>	<p>8:00 AM - Noon SECURITY IN THE CLERKS OFFICE</p> <p>Developing awareness and protective strategies.</p> <p>Gary Sikorski President, Reasonable Force Training</p> <p>LUNCH</p> <p>1:00 - 5:00 PM LEGAL UPDATE</p> <ul style="list-style-type: none"> • Hostile Work Environment • Legalized Marijuana • Sexual Harassment <p>Brennan M. Ackerman, Associate Piotr Matusiak, Associate Cristina Patzelt, Associate Thrun Law Firm, P.C.</p> <p>AWARDS BANQUET</p> <p>5:30 - 6:00 PM SOCIAL HOUR</p> <p>6:00 - 7:00 PM DINNER</p> <p>7:00 - 8:00 PM AWARDS PROGRAM</p>	<p>8:00 - 11:00 AM SURVIVING AND THRIVING THROUGH CHANGE</p> <p>This workshop will offers solutions for building stronger teams that are capable of surviving and even thriving in changing times.</p> <p>Lewis Bender, Ph.D. Professor Emeritus, SIUE, MAMC Institute Director and Facilitator</p> <p>11:00 AM - 2:00 PM WORKING LUNCH AND CLOSING SESSION</p> <p>Creating a Personal Strategic Plan Moving from Eureka to Action</p> <p>Lewis Bender, Ph.D. Professor Emeritus, SIUE, MAMC Institute Director and Facilitator</p> <p>CERTIFICATES Are awarded to participants that have completed all sessions. This includes Third Year attendees.</p>

