

MUNICIPAL TRAINING ACADEMY

A DIVISION OF THE MIAMI VALLEY COMMUNICATIONS COUNCIL

“Continuing education for quality government”

Yolanda N. Stephens
MVCC Training and Development Manager

MTA – HISTORY/MISSION

1992

An initiative of MVCC's Government Tech Committee

Mission

To provide custom designed training opportunities for municipal employees and elected officials in areas critical to the success of local government operations.

To encourage and foster the exchange of training ideas, innovations and opportunities among local governments and organizations throughout the region.

MTA BENEFITS

- Affordable, quality training programs
- Custom designed programs specifically for local government staff and officials
- Centralized training facility
- Reduction in the frequency and severity of losses due to liability lawsuits.
- Cost sharing
- Improving professional skills and excellence
- Networking
- Negotiation of “best price” resulting in attracting highly regarded speakers and trainers.
- Programs focused on:
 - Changing federal, state and local regulations
 - Latest technologies to improve operating efficiencies

2018 New Service: Internal Consultant Services

MTA STATISTICS (AVERAGES)

- 40+ different programs offered each year
- 1 hour, 3 hours, full day and multi-day programs offered
 - Many programs are offered both south and north of town to accommodate our members and affiliate members
- \$10-\$65 Cost per employee, per program, for members

MTA TRAINING PROGRAMS

(EXAMPLES)

- **Leadership/Management Training:**

- Supervisor Training (a 3 course program)
- Peer to Supervisor Training
- Planning & Zoning Board Training (3 session series)
- Elected Officials Program
- Effective Performance Management

- **Safety**

- Confined Space Entry
- Backhoe Training
- Forklift
- Aerial/Bucket Lift
- Trenching/Shoring

- **Technical**

- Asphalt Laydown and Compaction
- Microsoft Office Suite (Excel, Word, Access)

- **General Professional Development**

- Customer Service Skills
- Ethics in Government
- Public Records
- Organizational Skills
- Dealing with the Media
- Generational Communication
- Legal Updates
- Dealing with Multiple Personalities
- Managing Your Workday

MTA TRAINING PROGRAMS

CONTINUED

Monthly Webinars

- Educational webinars presented by professional organizations such as OMAA/OML. The programs are held in the MVCC conference room, accessed through the internet and viewed on the large screen.

Streaming Video

- Short, information type programs streamed on the MVCC web site.

Roundtables

- Members and affiliates connect, network, benchmark ideas and share and focus on issues affecting local government cities.
- Professional development topics are also offered at the luncheons. Roundtables are offered at least quarterly for:
 - Administrative Professionals - quarterly
 - Human Resources (5-6 meetings per year)
 - Planning and Zoning (quarterly)
 - APSO (spring & fall)

MTA TRAINING PARTNERSHIPS

- Partnerships with other organizations resulting in cost reduction and elimination of duplicating services.
- MTA Partners
 - Miami Valley Risk Management Association
 - Center for Local Government





2019 YEAR IN REVIEW

23 courses offered thus far in 2019

Combined attendance approximately 274 to date



2019 YEAR TO DATE IN REVIEW

- Ohio Municipal Attorneys Association/Ohio Municipal League Webinar: *Private Financing of Public Projects* – February 20th
- Dealing with Personality Differences (3 sessions offered) – February 21st , March 28th, April 3rd
- Peer to Supervisor Training – March 14, 2019 - 27 participants
- Ohio Municipal Attorneys Association/Ohio Municipal League Webinar: *Nuisance Abatement*– March
- Planning & Zoning Board Essentials – March 21, 28, and April 4th – 64 participants

2019 YEAR IN REVIEW

- Ohio Municipal Attorneys Association/Ohio Municipal League Webinar: *Collective Bargaining* – April
- Microsoft Word –April 10th
- Microsoft Excel – May 1st & May 16th
- Supervisor Development Program – May 7, 8th, 9th
- Ohio Municipal Attorneys Association/Ohio Municipal League Webinar: *Update on Jedds*– May
- Ohio Municipal Attorneys Association/Ohio Municipal League Webinar – *Public Records/Sunshine Law*– June

2019 YEAR IN REVIEW ROUNDTABLES & WEBINARS

- Roundtables
 - Human Resources - February & April
 - Administrative – February
 - Planning & Zoning – February
 - APSO Spring Roundtable OMAA/OML Webinars

2019 MOVING FORWARD

- City Visits
- Supervisory Development Program -September 10th, 11th, 12th, 2019
- OMAA/OML Webinars:
 - Public Records/Sunshine Law - June 20, 2019
 - Share & Share Dislike: How Does Airbnb & The Sharing Economy Help Or Hurt Municipalities? - July 18, 2019
 - Effective Presentation Skills - September 19, 2019
- Microsoft Access -September 24, 2019
- Excel 1: An Introduction -October 3, 2019
- Additional future topics (dates to be determined):
 - Public Works Supervisors Snow and Ice Roundtable (MVCC Members and Affiliates) – October 16, 2019
 - Records Training
 - Aerial Lift/Bucket Truck – October (3 sessions)

MTA NEWSLETTER

