

## What is a MATI course and what can I learn?

The *Municipal Administrator's Training Institute* or "MATI" courses described below are highly interactive professional development courses offered by Capilano University in partnership with the Local Government Management Association of BC (LGMA). They are specifically designed to meet the needs of staff in local governments, related organizations and First Nations in BC.

Join the hundreds of local government professionals around the province, including CAOs, managers, technical and administrative staff who have taken one, some or all of these MATI courses. The following four courses are offered annually:

### MATI Advanced Communications Skills for Local Government Professionals (PADM 205)

**April 15-20, 2012**

Lower Mainland  
 (Bowen Island)

- Learn communication essentials – listening and open question techniques
- Manage difficult conversations and improve skills for resolving conflict
- Practice coaching and negotiating skills
- Improve council-staff communication
- Get advice on your own communication challenges
- Communicate better with diverse populations
- Learn public consultation approaches and techniques
- Media relations training
- Learn about using social media and Web 2.0



### MATI Managing People in Local Government Organizations (PADM 207)

**May 6-11, 2012**

Lower Mainland  
 (Bowen Island)

- Learn how to manage the performance of your department and organization
- Engage and motivate your staff
- Better understand and deal with your "hire to retire" obligations to staff
- Learn recruitment, selection, interviewing do's and don'ts
- Learn succession planning essentials – forecasting, budgeting, knowledge transfer
- Get advice on resolving your employee relations and workplace issues
- Learn how to build effective teams
- Create future leaders through employee growth and development
- Understand labour relations and resolve issues



### MATI The Leadership Experience (PADM 204)

**June 17-22, 2012**

Lower Mainland  
 (Squamish)

- Assess your leadership strengths and competencies
- Improve interpersonal skills
- Learn to build collaborative relationships and consensus
- Coach, mentor and inspire others
- Build better business cases and learn project management skills
- Focus on maintaining work-life balance, productivity, stamina and sanity
- Learn the difference between leading and managing
- Develop new approaches to your leadership challenges working with top CAOs in BC
- Learn essential leadership skills and practice their application through simulation exercise – "A Day in the Life of a City Manager"
- Understand strategic and corporate planning

## MATI Community Planning for Local Government Professionals (PADM 208)

September 30 to  
October 5, 2012

Okanagan  
(Kelowna)

- Bring your planning challenge and learn how to make use of essential planning tools to tackle it
- Learn why we plan and key planning approaches
- Get a primer on planning law – the good, the bad and the ugly
- Learn effective techniques to engage your community
- Understand the language of planners – OCPs, DPs, DVPs, DCCs etc.
- Get a crash course in Approving Officer functions
- Understand sustainability, GHG reduction requirements
- Learn how communities are dealing with affordable housing
- Learn what you need to know about hiring planning consultants
- Explore and learn to use planning tools

### At MATI courses you will also:

- Improve skills with hands-on practice and interactive discussions
- Benefit from smaller class sizes with focus on student participation and discussion
- Receive advice from expert practitioners on your workplace challenges and issues
- Develop a network of local government colleagues and exchange experiences and resources with them
- Have one-to-one access to prominent local government leaders
- Obtain professional feedback from a registered psychologist and executive coach
- Receive a resource binder that includes sample documents, checklist and charts you can use Monday morning following the course
- Have fun while you are learning!



### How do they fit with my career plans?

Get the essential skills and training you need to be more effective in your current position and move into more senior leadership roles. When taken for credit, Capilano MATI courses can be applied toward the Local Government Administration Certificate at Capilano University and Board of Examiners Certificates (see [http://www.cscd.gov.bc.ca/lgd/gov\\_structure/board\\_examiners/index.htm](http://www.cscd.gov.bc.ca/lgd/gov_structure/board_examiners/index.htm)).

### Other MATI Courses

Please see the Local Government Management Association for more information on MATI Foundations (August) and MATI for Approving Officers (October): [www.lgma.ca](http://www.lgma.ca).



### 2012 MATI Times and Fees

**Course Times** Each course is offered in residence for 6 consecutive days; Sunday evening to following Friday.

**Tuition Fees** Approx. \$2,500. (This includes tuition, all course materials, accommodation and meals. Funding Assistance is available through the Board of Examiners.)

**To register and for more information, contact:**

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