

# Public Works Essentials 2018

## Student Agenda

### Day 1 | Tuesday | 7:00 am - 5:00 pm

7:00	-	8:15	Breakfast	
7:30	-	8:15	Registration	Maggie Vohs
8:15	-	9:15	Welcome, Introductions and Public Works Institute Overview	John Ostrowski
9:15	-	10:30	Delegation & Empowerment	Nyquist/Orlandini
10:30	-	12:00	Communicating with your team/Active Listening/Body Language	Nyquist/Orlandini
12:00	-	1:00	Lunch	
1:00	-	1:30	Communicating with your team/Active Listening/Body Language <b>continued</b>	Nyquist/Orlandini
1:30	-	3:30	Performance Management	Nyquist/Orlandini
3:30	-	4:00	Safety and the Manager	Nyquist/Orlandini
4:00	-	4:30	Sustainability	Nyquist/Orlandini
4:30	-	5:00	Written Communications	John Ostrowski

### Day 2 | Wednesday | 7:00 am - 5:00 pm

7:00	-	8:00	Breakfast	
8:00	-	8:45	Overview of Public Works Supervision	John Ostrowski
8:45	-	10:00	Supervision vs. Management	John Ostrowski
10:00	-	11:30	Analyzing Employees	John Ostrowski
11:30	-	12:00	Written Report Critique	John Ostrowski
12:00	-	1:00	Lunch	
1:00	-	3:30	Progressive Discipline	John Ostrowski
3:30	-	5:00	Negotiating Skills	John Ostrowski

Last updated: 1/4/18



The NWPWI is jointly sponsored by the Oregon and Washington chapters of the APWA and the Oregon Technology Transfer Center.

# Public Works Essentials 2018

## Student Agenda

### Day 3 | Thursday | 7:00 am - 5:00 pm

7:00	-	8:00	Breakfast	
8:00	-	9:15	Fundamentals of Government	John Ostrowski
9:15	-	10:10	The Law & Public Works	John Ostrowski
10:10	-	10:40	Purchasing	Kim Bria
10:40	-	11:10	Information Management	Kim Bria
11:10		12:00	The Personnel function	Kim Bria
12:00	-	1:00	Lunch	
1:00	-	1:30	Systems Thinking	John Ostrowski
1:30	-	5:00	Prepare for Operations presentations	Orlandini/John O.

### Day 4 | Friday | 7:00 am - 5:00 pm

7:00	-	8:00	Breakfast	
8:00	-	12:00	Begin presentations on Transportation, Right of Way, Solid Waste, Emergency Management, Facilities and Grounds, Storm Water, Water, Sewer, Fleet	Orlandini/John O.
12:00	-	1:00	Lunch	
1:00	-	4:00	Finish presentations	Orlandini/John O.
4:00	-	4:45	Self Assessment/Class Assessment	John Ostrowski
4:45	-	5:00	Awarding of certificates and plaques for those completing entire Institute program	John Ostrowski

Last updated: 1/4/18



The NWPWI is jointly sponsored by the Oregon and Washington chapters of the APWA and the Oregon Technology Transfer Center.