# Florida Chapter APWA Institute @ IRCC Module One (1)

## Institute Introduction

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### Fundamentals of Government
- County Org. & Responsibility
- City Org. & Responsibility
- Roles of local/state/federal bodies
- Laws impacting PW operations
- Special purpose districts

### The Law & Public Works
- EPA, ADA & FEO
- WebCT Assessment

### Operations (Water/Storm/Waste)
- Capital Planning/Design
- Mission, organization issues
- Managing an Engineering Organization
  - Mission, organization issues
  - Managing a Transportation Organization
  - Mission, organization issues

### Managing a Right-of-Way Organization
- Mission, organization issues

### Managing a Solid Waste Organization
- Mission, organization issues

### Fleet Management
- Planning & Asset Management
- Mission, organization issues

### Managing Construction
- Mission, organization issues
- Contracting & bidding

### Emergency Management
- Mission, organization issues
- Facility Management System
- Emergency Management
- OSHA

### Maintenance Management
- Mission, organization issues
- Systems
- Planning & Asset Management

### Finance
- Capital Financing/Budgeting/Grant Administration
- Mission, organization issues

### Workplace Safety
- OSHA

## Overview of Supervision
- Role of PW Director
- Supervisor’s Role & Function
- Role of Staff

## Recruitment, Motivation & Retention
- Recruiting, Motivation & Retention
- Labor Relations

## Management and Leadership
- Peer Today, Boss Tomorrow
- Basic Management Skills
- Review of the basics
- Strategic planning/goal setting
- Maintenance Mgt. Systems
- Creating Action Plans Planning, organizing, etc.
- Delegation and empowerment
- Leadership styles
- Leading vs. managing
- Vision/mission/values
- Motivating Employees
- Decision making

## Teambuilding
- Teambuilding concepts
- Team development
- Class exercise

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**Total: 30 Hour Program**