

# Supervisory Leadership in Public Works Programs

Hosted by the Maine Chapter of American Public Works Association, Maine Local Roads Center and Maine Municipal Association

**Dates:** Part I, April 24 & 25, 2024. Part II, May 21, 22 & 23, 2024

**Locations:** Part I (4/24-25): MaineDOT - 66 Industrial Dr., Augusta

Part II: (5/21) Maine DOT - 24 Child St., Augusta; (5/22-23) MaineDOT - 66 Industrial Dr., Augusta

**Time:** Each day will begin at 8:00 a.m. and end at approximately 4:00 p.m.

**Cost:** MCAPWA \*Members: \$395.00 per person for Parts I & II

Non-Members: \$495.00 per person for Parts I & II

The fee includes lunch, morning and afternoon refreshments, handouts and five days of high caliber training.

**Each person must attend all 5 days.** PLEASE NOTE: Registrations are based on a first-come, first-served basis.

PARTS I & II are limited to 25 participants and are limited to up to 2 representatives per municipality. **\*Proof of membership required**

**Instructor: Part I** - Danielle Abbott, Danielle Abbott Coaching, LLC

Danielle has worked in leadership for twenty-four years in very high stress, fast paced environments, the majority of her time in the financial and healthcare industries and has spent more than fifteen years in training and developing exceptional leaders.

## Agenda Part I

### Day 1 – April 24, 2024

#### Leadership and Communication Skill Development

- Qualities of an Effective Leader
- Functions of Supervision
- Practical Motivation Skills
- Improving Communication Style and Skills
- Communicating Across the Organization

### Day 2 – April 25, 2024

#### Setting Expectations for Performance

- Orienting and Training Employees
- Planning, Organizing, and Objective-Setting
- Developing Teamwork

#### Correcting Problem Behaviors & Unsatisfactory Performance

- Coaching & Feedback Skills
- Correcting Behaviors and Poor Performance

#### Managing Performance

- Delegation Skills
- Maximizing Performance with Performance Reviews
- Managing Change
- Conflict Management

**Instructors: Part II** - ME Local Roads Center staff, MMA Legal & Risk Management staff, ME Bureau of Labor Standards staff, All State Materials Group staff, other DOT & Municipal Officials

## **Agenda Part II**

### **Day 1 – May 21, 2024**

#### **Morning**

- Municipal Paving Operation
- Roadway Surface Preparations
- Hot Bituminous Mix Materials

#### **Afternoon**

- Record Keeping
- Communication with the Public & Media
- Communication Dos and Don'ts
- Bridge & Minor Span Management

### **Day 2 – May 22, 2024**

#### **Morning**

- Snow & Ice Control
- Roadway Legal Issues
- Maine's Local Highway Law
- Maine's Tort Claims Act
- Risk Mgmt/Workers Comp

#### **Afternoon**

- OSHA and ME BLS Compliance
- Compliance Checklist
- Required Training
- Maintaining Records
- Equipment Inspections
- Facility Inspections

### **Day 3 – May 23, 2024**

#### **Morning**

- Intro to Surveying and Layouts
- Tools of the Trade
- Measuring Horizontal and Vertical Distances/ Elevations, Field Books/Note Taking
- Plan Reading
- Modern Tech Tools

#### **Afternoon – Field exercises involving:**

- Plan Reading
- Shooting Grades
- Measuring Quantities and Distances
- Hi-Tech Station
- Culvert Station
- Parking Lot Lay Out
- Competition

**Part II will be followed by a short ceremony and presentation of certificates by MCAPWA Board Members and staff from Maine Local Roads Center.**

**Cancellation:** Cancellation notification must be given in writing at least 3 business days before the session begins. Any cancellation received within that 3 day window will be charged the full registration fee. All cancellations are subject to a \$10 administrative fee for processing. Cancellations must be submitted using this [Cancellation form](#) to cancel your registration for an event. If you have any questions, please contact the Educational Services Office at (800) 452-8786 or (207) 623-8428.

**Membership:** Consider joining MCAPWA and save! For a membership form visit <https://maine.apwa.org/>.