



**ILLINOIS ASSOCIATION OF
COUNTY BOARD MEMBERS AND
COMMISSIONERS**

Kelly Murray, Executive Director
413 West Monroe
Springfield, Illinois 62704
(217) 528-5331 • iacbm@msn.com
www.ilcounties.org

It is the mission of the Illinois Association of County Board Members and Commissioners (IACBMC) to enhance the stature, role and responsiveness of county government in the state of Illinois. IACBMC provides educational opportunities for elected officials and county employees through collaboration with private and public educational resources.

Planning a workshop for your county is as easy as 1-2-3!

1 Review the list of potential topics and select those that meet your specific needs. If you plan a workshop for the entire county body, we recommend that you develop a flexible program that includes at least one topic from each section. Programs may be a half day, full day or a series over a period of time.

2 Contact your Extension Unit office to plan the session. The workshop planning committee will consist of the Extension Unit Leader, an Extension CED educator, and a representative of the county board. The county board must endorse the workshop. The decision of where to meet is made by the planning committee.

3 **Participate!** Ideally, a workshop requires the participation of the entire governing body, elected officials and department heads. Employees may participate with approval from their supervisor, but they will not qualify to receive CCO credit or designation.



**UNIVERSITY OF ILLINOIS
EXTENSION**

Jeri Marxman, Extension Specialist
539 Bevier Hall – 905 S. Goodwin
Urbana, Illinois 61801
(217) 244-2850 • jmarxman@uiuc.edu
www.extension.uiuc.edu

The University of Illinois Extension provides practical, research-based education and programs to help communities, businesses, individuals, and families in Illinois. The mission is to help the citizens of Illinois put knowledge to work. University of Illinois Extension Educators in community and economic development have a tradition of providing specialized training to local government leaders.

**Questions?
Contact your University of Illinois
Extension Unit Office**

© Copyright 2005 Illinois Association of County Board Members. All rights reserved. First Printing December 2005.

*Certified
County Officials
Workshops*



*Let us bring specialized training
to your county*

**A program of the
Illinois Association of County Board Members
and Commissioners
and the
University of Illinois Extension**



What is a Certified County Officials Workshop?

In early 2005, the Illinois Association of County Board Members and Commissioners (IACBMC) in collaborative partnership with the University of Illinois Extension established the Certified County Officials (CCO) program to strengthen the skills and leadership capacity of county government officials.

The CCO program is the first certified training program available to all elected and appointed county officials in Illinois. Participants who earn 24 credit hours will be awarded the designation of Certified County Official.

In response to requests from CCO participants, the partners developed a comprehensive list of training topics to be offered to counties. Certified County Officials Workshops provide an opportunity for the governing body of the county to host and structure a training program for their officials and employees. Each workshop is unique and designed to meet the needs of the county.

County governments that provide learning programs for their officials and staff will be better equipped to meet the challenges of constituent services.

Workshop Topics

Workshops will be scheduled to fit your requirements. Potential topics are listed below. The topics you select depend on what you want to accomplish. Your Extension Unit Leader will assist you in planning and conducting the workshop.

Section A: Roles and Responsibilities of County Officials

- Parliamentary Procedures: An overview
- Role of Local Officials in Economic Development
- Risk Management
- Human Resource Management*
- Legal Requirements of Office*
- Local Government Finance*
- Best Practices in Local Government Finance
- Who's Who in the Courthouse*

Section B: Interpersonal Relationships

- Enhancing Personal Effectiveness through COLORS: A systematic way of understanding why and how people's personalities differ and how to effectively work with different personalities.
- Team Building: Learning to work cooperatively within your county
- Developing Effective Collaborations: Discovering and adopting skills that allow different organizations to work together
- Crucial Conversations: Increase your interpersonal communication skills to improve productivity and decision-making
- Duel or Discussion: Conflict management
- Communicating with Your Publics
- Working with the Media: Developing a media plan
- Customer Service for County Employees: Service is key

Section C: Leadership Skills

- Strategic Planning and Visioning: A process to make decisions that will allow successful responses to changes in the environment
- Balancing Time and Information: Tips to improve time management skills
- The Well Organized Meeting: Meeting management techniques and skills
- Making Public Policy: Dealing with controversial issues
- BARNGA: A simple game/simulation where participants learn about functioning effectively in cross-cultural groups
- Securing Loans and Grants for Public Service

Section D: Current Issues

- Data for Decision-makers: Understanding and analyzing what the numbers say about your county
- Community Surveys / Asset Mapping
- Community Swap: See your community through others' eyes
- Tourism Development
- Connecting Retail Opportunities to Tourism
- Land Use / Citizen Planners
- Living in the State of Poverty (*simulation*)
- Rural Recreation Programs
- e-government
- Performance measurement*

* Programs will be facilitated by professionals outside of University of Illinois Extension. Minimal costs may apply depending on length of program, topics, program materials, number of participants, number of speakers facilitating, and cost of food service if applicable.