

Sanborn Institute 2018

Year 2

Monday, March 26

7:30 a.m.	Registration
8:00 a.m.	Welcome, <i>Morgan Barnes</i>
8:15-10:15 a.m.	Leadership Skills for Public Service Professionals, <i>John Walter (2)</i>
10:15	Break
10:30	Community & Government Partnerships, <i>Tim Kauffman (1.75)</i>
12:15	LUNCH
1:15	Small Group Communication & Facilitation Skills, <i>Dr. Audrey Hane (1.75)</i>
3:00	BREAK
3:15	Update on Kansas Election Law, HAVA and Other Issues (1.5)
4:45	Adjourn for the Day

Tuesday, March 27

7:30 a.m.	Continental Breakfast
8:00 a.m.	How to Conduct a Job Interview, <i>Anna Meyerhoff (2)</i>
10:00 a.m.	Break
10:15 a.m.	Organizational Culture and County Government (2)
12:15 am.	Lunch
1:15 p.m.	Working Effectively in Teams, <i>Dr. Amy Barfield (3.5)</i>
3:15 p.m.	Break
5:00 p.m.	Adjourn for the Day

Wednesday, March 28

7:30 a.m.	Continental Breakfast
8:00 a.m.	Managing Change Effectively, <i>Will Johnson (2.0)</i>
10:00 a.m.	BREAK
10:15 a.m.	Setting & Achieving Your Goals, <i>Paula Downs (2.0)</i>
12:15 p.m.	LUNCH
1:15 p.m.	Bond Basics, <i>Gillmore and Bell (1.5)</i>

2:45 p.m.	BREAK
3:00 p.m.	Effective Public Speaker Presentation Skills, <i>Wendy Johnson</i> (2.0)
5:00 p.m.	Adjourn for the day

Thursday, March 29

7:30 a.m.	Continental Breakfast
8:00 a.m.	How to Bring Out the Best in Yourself and Others Keynote <i>Mary B. Lucas</i> (2.5)
10:30 a.m.	Break
10:45 a.m.	Time Management (1.5)
11:45 a.m.	Lunch
12:45 p.m.	Ethics and Values in Local Government, <i>Dr. Yeager</i> (2)
2:45 p.m.	Written Communication, <i>Cynthia Maxwell</i> (2)
3:45 p.m.	Mission Control with an Ethics Check (join Academy)
5:15 p.m.	Adjourn for the day

Friday, March 30

7:30 a.m.	Continental Breakfast
8:00 a.m.	Technology Update (Joining Academy) (1.5) Trooper Ben
10:00 a.m.	BREAK
10:15 a.m.	Establishing Internal Controls (2)
12:15 a.m.	Adjourn for the day