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COUNTY DEPARTMENT AGENDA REQUEST

Department/Division: Human Resources

Department Head: Connie Boehnke

Presenter, if needed: Connie Boehnke

Preferred Meeting Date: January 2, 2008

Topic:

Recognition of Fayette County employees who have successfully completed all three levels of UGA Management Development Program as of December 2007.

Background/History/Details:

Fayette County employee's were recognized for the successful completion of all three levels of the Management Development Program facilitated in conjunction with the Carl Vinson Institute of Government at the University of Georgia, the Atlanta Regional Commission. This program is a highly regarded training program for supervisors and managers. The three course series cover leadership, coaching and management skills. Level I consist of 42 classroom hours plus 1 personal coaching session. Topics include: Critical Role of Management Skills, Developing Self-Awareness, Managing Personal Stress, Solving Problems, Coaching, Counseling, and Supportive Communication. Level II consists of 42 classroom hours plus 1 coaching session and assigned outside reading. Topics include: Power of Influence, Ethics, Motivation, Conflict, and Team and Group Dynamics. Level III has 42 classroom hours plus 2 coaching sessions with an executive project due at the conclusion of the course. Topics include: Measuring Operational Performance, Problem Definition, Fundamentals of Management Projects, Information Gathering and oral and Written Presentation.

What action are you seeking from the Board of Commissioners?

Recognition of Fayette County staff member's achievement

If this item requires funding, please describe:

No.

Has this issue come before the Commissioners in the past? No

If so, when?

Do you need audio-visual for the presentation? No

STAFF USE ONLY

Wording for the Agenda:

Recognition of Fayette County employees who have successfully completed levels 1, 2, and 3 management training from the University of Georgia.

○ Finance Review Complete ○ Legal Review Complete ● Administrative Staff Review Complete

Administrator's Approval Yes

Confirmed Meeting Date Wednesday, January 2, 2008

● Recognition/ Presentation ○ Public Hearing ○ Old Business ○ New Business ○ Consent ○ Report ○ Other

The following Fayette County employees are being recognized for completing the Management Development Course through the University of Georgia's Carl Vinson Institute of Government:

Miguel Abi-Hassan	Animal Control Director
Terry Black	Lieutenant, Marshal's Office
Jennifer Estrada	Assistant Water Plant Manager, Crosstown
Phil Mallon	Transportation Director
Greg Ownby	Maintenance Director
Lewis Patterson	Human Resources Administrator
Tom Williams	Assistant Planning Director