



OHIO PUBLIC SERVICE INSTITUTE

FOCUS ON LEADERSHIP

SEPTEMBER 27 THROUGH OCTOBER 2, 2020

SAWMILL CREEK RESORT ■ HURON, OHIO

Winter 2020

Dear Public Service Professional:

Welcome to the Ohio Public Service Institute (OHPSI)! The heart of our mission is to promote and encourage professional development through education and training specifically designed for Public Works supervisors and managers.

The Institute date is September 27 through October 2, 2020 and will be held at the Sawmill Creek Resort, Huron, Ohio.

OHPSI courses include three one-week sessions, focusing on Leadership Development, Service Excellence and Supervisory Skills. These sessions are non-sequential and one may begin the three-year cycle at any time.

Complete registration information is included in this packet.

HIGHLIGHTS INCLUDE:

Registration fee is \$725.

Lodging is not included in the tuition.

Attendance is required at all sessions including evening functions that include classes, group meals and activities. See the schedule for details. **Do not register for OHPSI unless you can commit to attending all sessions.**

OHPSI graduates may choose to attend any single day or combination of days that best fits their individual interests and availability for \$125 per day (add \$25 late fee if paid after the deadline, Friday, September 11, 2020).

Thursday is "Directors' Day" and offers an opportunity for directors or bosses to learn more about OHPSI.

OHPSI is an outstanding program that will help you reach your professional goals and enhance your effectiveness and efficiency on the job.

If you have any questions, please contact Jeanne Rouston at 989-965-4726 or jeanne.rouston@gmail.com. Information will be updated throughout the year on the website www.ohpsi.org.

Sincerely,

Kim Roessner

APWA NORTHWEST OHIO BRANCH

Amy Wood

APWA NORTHWEST OHIO BRANCH



THREE YEAR CURRICULUM

FOCUS ON LEADERSHIP*

- Supervisory Do's and Don'ts
- Ethics and Leadership
- Generational Differences
- Garnering Employee Loyalty and Motivation
- How to Lead Successfully through Change
- Legal Update
- Managing Problem Employees
- It's a Matter of Your Style
- Training Techniques and Approaches for Today's Workforce
- Eureka to Action

PERSONAL SUPERVISORY SKILLS*

- Understanding the Budgeting Process
- Managing Problem Employees
- Using Technology to Manage Time
- Legal Update
- Managing Lead Positions
Managing the Boss
- Successful Communication
- Master Time and Stress
- Eureka to Action

SERVICE EXCELLENCE*

- Organizational Culture and Service Excellence
- Legal Update
- Communication Skills
- Business Communication
- Maximizing Social Media
- Conducting Performance Appraisals
- Keys to Employee Development
- How to Build Dynamic
Team Cohesiveness
- Creating an Action Plan

* Some sessions may be subject to change based upon the recommendations of the OHPSI committee.

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■ INSTITUTE REGISTRATION

\$725.00

EARLY REGISTRATION
Payment received before deadline.

\$775.00

LATE REGISTRATION
Payment received after deadline.

Institute registration includes classes, materials, breaks and these meals:

- Breakfast Monday through Friday
- Lunch on Monday, Tuesday and Thursday
- Dinner on Sunday, Tuesday and Thursday

Class size for Year 1 is limited to 40 attendees.

■ GRADUATES ONLY

\$125.00 PER DAY

Choose Single or Multiple Days.

Add \$25 late fee if paid after the deadline.

Please note on registration form the day(s) you plan to attend.

■ DIRECTOR'S DAY

\$125.00 THURSDAY

Add \$25 late fee if paid after the deadline.

"Director's Day" as an opportunity for directors or bosses that want to get an idea of what OHPSI is all about. Registration includes dynamic speakers, materials, breaks and lunch.

INSTITUTE DEADLINE is Friday, September 11, 2020.

■ LODGING INFORMATION



SAWMILL CREEK RESORT
400 Saw Creek Dr W
Huron, Ohio
419.627.2106



Call Sawmill Creek Resort at 419-627-2106 for OHPSI reservations and use group code APWA02 to receive the discounted rate. Do not make reservations on the website or book online.



■ OHPSI PLANNING COMMITTEE & CONSULTANTS

DAVID BARBER

APWA NORTHEAST OHIO BRANCH
dhb4950@gmail.com

JOE FORNARO

APWA NORTHEAST OHIO BRANCH
jfornero@chestertwp.org

ALISON HASKINS

APWA SOUTHWEST OHIO BRANCH
alisonhas77@gmail.com

PAUL HAMMERSMITH

APWA CENTRAL OHIO BRANCH
phammersmith@dublin.oh.us

STEVE KOCH

APWA CENTRAL OHIO BRANCH
kochs@transassociates.com

LARRY LESTER

APWA CENTRAL OHIO BRANCH
llester@hilliardohio.gov

STEVE LUDWIG

OHPSI FACILITATOR
steve@ludwigspeaks.com

KEVIN POWELL

APWA NORTHEAST OHIO BRANCH
kpowell@hudson.oh.us

DAVID PRATT

APWA NORTHWEST OHIO BRANCH
david.pratt@toledo.oh.gov

KIM ROESSNER

APWA NORTHWEST OHIO BRANCH
kim.roessner@dot.state.oh.us

JACOLYN THIEL

APWA CENTRAL OHIO BRANCH
jthiel@uaoh.net

DIANE WATKINS

APWA SOUTHWEST OHIO BRANCH
Ladydi61115@yahoo.com

ANGIE WEBER

APWA SOUTHWEST OHIO BRANCH
webera@bceo.org

AMY WOOD

APWA NORTHWEST OHIO BRANCH
amy.wood@toledo.oh.gov

DIANA CLONCH, CONSULTANT

APWA Central Ohio Branch
dwclonch@gmail.com

MIKE HUXSOLL, CONSULTANT

APWA Southwest Ohio Branch
mhuxsoll@springdale.org

■ **CONTINUING EDUCATION CREDITS** CECs will be based on the hours of instruction. International Society of Arboriculture requires participants to sign-in at OHPSI sessions. Continuing education units for various organizations may be available. If you are aware of one where pre-approval might serve the greater group, please let us know in advance.

■ **DEADLINE** Institute deadline is Friday, September 11, 2020.

■ **CANCELLATION POLICY** Cancellation requests received in writing by the deadline will receive a refund minus a \$50 administrative charge. Cancellation requests received after the deadline and "no shows" will not be entitled to any refund.

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2020 REGISTRATION/INVOICE FORM

Please **CHECK** which Class Year

FIRST YEAR*

SECOND YEAR

THIRD YEAR

*FIRST YEAR CLASS SIZE IS LIMITED TO 40.

FIRST NAME (As you wish it to appear on your certificate.)

LAST NAME

PREFERRED NAME (As you wish it to appear on your Nametag.)

TITLE

ORGANIZATION

ADDRESS

CITY

STATE

POSTAL CODE

BUSINESS PHONE

CELL PHONE (Optional)

EMAIL (Please type or print)

SPECIAL NEEDS? (Disability, hearing, visual, diet, etc.)

YES I AM INTERESTED IN RECEIVING COLLEGE CREDIT FOR : _____

PLEASE LIST PREVIOUS YEAR(S) AND LOCATION OF A PUBLIC SERVICE INSTITUTE THAT YOU HAVE ATTENDED: _____

OHPSI

Includes classes, materials, breaks and these meals: Lunch on Monday, Tuesday, Thursday; Breakfast Monday through Friday; Dinner on Sunday, Tuesday, Thursday

Payment before deadline

\$725.00

InSTITUTE

Payment after deadline

\$775.00

DIRECTOR'S DAY

"Director's Day" is an opportunity for directors or bosses that want to get an idea of what OHPSI is all about. Includes dynamic speakers, materials, breaks and lunch.

October 1, 2020

\$125.00

InSTITUTE

GRADUATES ONLY

MPSI or IPSI InSTITUTE

CHOOSE SINGLE OR MULTIPLE DAYS.

CEC's will be based on the hours of instruction.

Divide hours of instruction by 10 to calculate CEC's awarded.

For example: 7 hours = .7 CEC's

MONDAY INCLUDES

Dinner on Sunday and 10.5 hours of instruction on Monday, breakfast, lunch and "hearty snack".

TUESDAY INCLUDES

7 hours of instruction, breakfast, lunch and picnic.

WEDNESDAY INCLUDES

3.75 hours of instruction and breakfast.

\$125.00

x

THURSDAY INCLUDES

7 hours of instruction, breakfast, lunch and banquet.

FRIDAY INCLUDES

3.75 hours of instruction and breakfast.

PAYMENT TOTAL FOR GRADUATE

(Days attending times cost per day, add \$25.00 if paid after deadline.)

\$

BANQUET GUEST

InSTITUTE

GUEST NAME: _____

GUEST COST **\$40.00**

OHPSI SHIRTS

Indicate shirt preference and size.

MEN'S SHIRT

Sizes: Men's XS-8XL

STATE SIZE: _____

LADIES' SHIRT

Sizes: Ladies' XS-4XL

STATE SIZE: _____

Institute DEADLINE is Friday, September 11, 2020.

Total Payment

TOTAL PAYMENT ENCLOSED \$ _____

OHPSI LATE REGISTRATION AND CANCELLATION POLICY

A \$50 fee will apply after the deadline. A substitute from the same community can be arranged at any time, based on availability. No refunds for cancellations received after posted deadline.

SUBMIT REGISTRATION/INVOICE AND RETURN TO:

OHIO PUBLIC SERVICE INSTITUTE
P.O. Box 247
Algonquin, IL 60102-0247

CREDIT CARD PAYMENTS

Pay through the APWA website at this link:
<http://ohio.apwa.net/EventDetails/22411>

REFER QUESTIONS ABOUT REGISTRATION TO:

JEANNE ROUSTON, PROGRAM COORDINATOR
phone: 989-965-4726 email: jeanne.rouston@gmail.com

MAKE CHECKS PAYABLE TO:

APWA, Ohio Public Service Institute

OHPSI TAX ID: 36-2202880



Please keep a copy of this REGISTRATION/INVOICE FORM for you records and invoicing needs.