



# OHIO PUBLIC SERVICE INSTITUTE

## FOCUS ON LEADERSHIP

SEPTEMBER 26 THROUGH OCTOBER 1, 2021

SALT FORK LODGE & CONFERENCE CENTER ■ CAMBRIDGE, OHIO

Spring 2021

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 26 through October 1, 2021 and will be held at the Salt Fork Lodge & Conference Center, Cambridge, 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 10, 2021).

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

We are proud to announce that APWA Ohio will be awarding five scholarships in the amount of \$595.00 each. To apply for one of these scholarships you must submit your application and registration by July 2, 2021 to David Barber at [dhb4950@gmail.com](mailto:dhb4950@gmail.com). Application forms are found at [ohpsi.org/scholarships](http://ohpsi.org/scholarships).

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](mailto:jeanne.rouston@gmail.com). Information will be updated throughout the year on the website [www.ohpsi.org](http://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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SALT FORK LODGE & CONFERENCE CENTER ■ CAMBRIDGE, OHIO

## ■ 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 10, 2021.

## ■ LODGING INFORMATION



SALT FORK LODGE &  
CONFERENCE CENTER  
US Route 22 East  
Cambridge, OH 43725  
740-435-9000

Call Salt Fork Lodge & Conference Center at 740-435-9000 for reservations and refer to the "Ohio Public Service Institute" block to receive the discounted rate. Do not make reservations on the website or book online.



# APWA OHIO CHAPTER BRANCHES



## OHPSI PLANNING COMMITTEE & CONSULTANTS

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## CONTINUING EDUCATION CREDITS

CECs will be based on the hours of instruction. 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 10, 2021.

## 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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# 2021 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: \_\_\_\_\_

<b>OHPSI</b>	Includes classes, materials, breaks and these meals: Lunch on Monday, Tuesday, Thursday; Breakfast Monday through Friday; Dinner on Sunday, Tuesday, Thursday	Payment <u>before</u> deadline	<b>\$725.00</b>
<input type="checkbox"/> Institute		Payment <u>after</u> deadline	<b>\$775.00</b>

<b>DIRECTOR'S DAY</b>	September 30, 2021 is "Director's Day" and 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.		<b>\$125.00</b>
<input type="checkbox"/> Institute			

<b>GRADUATES ONLY</b>	<input type="checkbox"/> <b>MONDAY INCLUDES</b> Dinner on Sunday and 10.5 hours of instruction on Monday, breakfast, lunch and "hearty snack".	<input type="checkbox"/> <b>TUESDAY INCLUDES</b> 7 hours of instruction, breakfast, lunch and picnic.	<input type="checkbox"/> <b>WEDNESDAY INCLUDES</b> 3.75 hours of instruction and breakfast.	<b>\$125.00</b> x
<input type="checkbox"/> <b>MPSI or IPSI InSTITUTE</b> 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	<input type="checkbox"/> <b>THURSDAY INCLUDES</b> 7 hours of instruction, breakfast, lunch and banquet.	<input type="checkbox"/> <b>FRIDAY INCLUDES</b> 3.75 hours of instruction and breakfast.	<b>PAYMENT TOTAL FOR GRADUATE</b> (Days attending times cost per day, add \$25.00 if paid after deadline.)	<b>\$</b>

<b>BANQUET GUEST</b>	<input type="checkbox"/> Institute	GUEST NAME: _____	GUEST COST <b>\$40.00</b>
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<b>OHPSI SHIRTS</b>	<input type="checkbox"/> <b>MEN'S SHIRT</b> Sizes: Men's XS-8XL	STATE SIZE: _____	<input type="checkbox"/> <b>LADIES' SHIRT</b> Sizes: Ladies' XS-4XL	STATE SIZE: _____
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**Institute DEADLINE is Friday, September 10, 2021.**

**Total Payment**

**TOTAL PAYMENT ENCLOSED \$** \_\_\_\_\_

### OHPSI LATE REGISTRATION & 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.

### APWA OHIO SCHOLARSHIPS

Scholarship information is available at [ohpsi.org](http://ohpsi.org)  
For more information contact David Barber at [dhb4950@gmail.com](mailto:dhb4950@gmail.com)

### REFER QUESTIONS ABOUT REGISTRATION TO:

JEANNE ROUSTON, PROGRAM COORDINATOR  
phone: 989-965-4726 email: [jeanne.rouston@gmail.com](mailto:jeanne.rouston@gmail.com)

### SUBMIT REGISTRATION/INVOICE AND RETURN TO:

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

### MAKE CHECKS PAYABLE TO:

APWA Ohio Chapter

### CREDIT CARD PAYMENTS

To pay by credit card please contact Kim Roessner at 419-373-4482.

PLEASE NOTE THERE IS AN ADDITIONAL \$35.00 CONVENIENCE FEE FOR CREDIT CARD PAYMENTS.

**OHPSI TAX ID: 36-2202880**

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

