



OHIO PUBLIC SERVICE INSTITUTE

FOCUS ON SUPERVISORY SKILLS

SEPTEMBER 25 THROUGH SEPTEMBER 30, 2022

SAWMILL CREEK BY CEDAR POINT RESORTS ■ HURON, OHIO

January 2022

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 25 through September 30, 2022 and will be held at the Sawmill Creek by Cedar Point Resorts, 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 \$735.

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 9, 2022).

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 June 30, 2022 to David Barber at dhb4950@gmail.com. Application forms are found at 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. 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

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

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

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

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■ INSTITUTE REGISTRATION

\$735.00

EARLY REGISTRATION

Payment received before deadline.

\$785.00

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

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

Choose Single or Multiple Days. 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 9, 2022.

■ LODGING INFORMATION



SAWMILL CREEK
BY CEDAR POINT RESORTS
400 Saw Creek
Huron, Ohio
419-433-3800

Lodging is available at the Sawmill Creek by Cedar Point Resorts at a discounted rate for OHPSI. To make lodging arrangements, call 419-627-2106 for reservations and refer to AMER0922 block code to receive OHPSI rate.

Online lodging reservations are available at reservations.cedarpoint.com/cedarpoint/ and click in the special code box select group/block.



APWA OHIO CHAPTER BRANCHES



central ohio



northeast ohio



northwest ohio



southwest ohio

■ OHPSI PLANNING COMMITTEE & CONSULTANTS

DAVID BARBER

APWA NORTHEAST OHIO BRANCH
dhb4950@gmail.com

STEVE LUDWIG

OHPSI FACILITATOR
steve@ludwigspeaks.com

JOE FORNARO

APWA NORTHEAST OHIO BRANCH
jforanaro@kirtlandohio.com

KEVIN POWELL

APWA NORTHEAST OHIO BRANCH
kpowell@hudson.oh.us

ALISON HASKINS

APWA SOUTHWEST OHIO BRANCH
alisonhas77@gmail.com

KIM ROESSNER

APWA NORTHWEST OHIO BRANCH
Kim.Roessner@dot.ohio.gov

PAUL HAMMERSMITH

APWA CENTRAL OHIO BRANCH
phammersmith@dublin.oh.us

JACOLYN THIEL

APWA CENTRAL OHIO BRANCH
jthiel@uaoh.net

STEVE KOCH

APWA CENTRAL OHIO BRANCH
kochs@transassociates.com

ANGIE WEBER

APWA SOUTHWEST OHIO BRANCH
webera@bceo.org

LARRY LESTER

APWA CENTRAL OHIO BRANCH
llester@hilliardohio.gov

AMY WOOD

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

■ 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 9, 2022.

■ 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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SEPTEMBER 25 THROUGH 30, 2022

SAWMILL CREEK BY CEDAR POINT RESORTS ■ HURON, OHIO





OHIO PUBLIC SERVICE INSTITUTE SERVICE EXCELLENCE

SEPTEMBER 25 THROUGH SEPTEMBER 30, 2022

SAWMILL CREEK BY CEDAR POINT RESORTS ■ HURON, OHIO

2022 SCHEDULE

SUNDAY 09/25/2022	MONDAY 09/26/2022	TUESDAY 09/27/2022	WEDNESDAY 09/28/2022	THURSDAY 09/29/2022	FRIDAY 09/30/2022
<p>3:30 – 4:45 PM REGISTRATION Conference Center</p> <p>5:00 – 6:00 PM ORIENTATION <i>Everyone needs to attend this important session. In addition to setting the stage for the rest of the week, it provides an opportunity to get acquainted with the rest of the class.</i> <i>Don't miss it!</i></p> <p>6:00 – 8:00 PM COVID AND THE EFFECTS Lessons Learned <i>This session is mandatory.</i></p> <p>DINNER PROVIDED</p>	<p>7:00 – 8:00 AM FULL BREAKFAST Conference Center</p> <p>8:00 AM – Noon ORGANIZATIONAL CULTURE AND SERVICE EXCELLENCE OHPSI Advisory Committee with Steve Ludwig, Ludwig Speaks and Facilitator</p> <p>Noon – 1:00 PM LUNCH</p> <p>1:00 – 4:30 PM TAMING THE EMAIL BEAST AND FINDING AN EXTRA HOUR Randall Dean</p> <p>5:00 – 8:30 PM WRITING AND LANGUAGE Kim Roessner, ODOT</p> <p>HEARTY SNACK PROVIDED</p>	<p>7:00 – 8:00 AM FULL BREAKFAST Conference Center</p> <p>8:00 AM – Noon KEYS TO EMPLOYEE DEVELOPMENT <i>Placing people in the right place, creating goals that drive your people to succeed, delegating effectively and teaching new skills.</i> Doug Cartland, DCI</p> <p>Noon – 1:00 PM LUNCH</p> <p>1:00 – 4:30 PM HOW TO BUILD DYNAMIC TEAM COHESIVENESS <i>Techniques for building rapport and cooperation, how to eliminate the poisonous political culture. Candid, honest discussions that turn problem situations into positive ones.</i> Doug Cartland, DCI</p> <p>5:30 – 8:00 PM TEAM BUILDING AND NETWORKING <i>Great fellowship and food!</i></p> <p>DINNER PROVIDED</p>	<p>7:00 – 8:00 AM FULL BREAKFAST Conference Center</p> <p>8:00 AM – Noon LEGAL UPDATE Michael D. Esposito, Vice President Clemans-Nelson & Associates Inc.</p> <p>FREE AFTERNOON This free afternoon makes up for a very long day on Monday. Participants are strongly encouraged to take advantage of this time for networking and relaxing in preparation for the rest of the week.</p> <p>Participants are on their own for lunch and dinner.</p>	<p>7:00 – 8:00 AM FULL BREAKFAST Conference Center</p> <p>8:00 AM – Noon CONDUCTING PERFORMANCE APPRAISALS Lewis Bender, Ph.D., Professor Emeritus SIU, Edwardsville</p> <p>Noon – 1:00 PM LUNCH</p> <p>1:00 – 4:30 PM SURVIVING AND THRIVING Lewis Bender, Ph.D., Professor Emeritus SIU, Edwardsville</p> <p>5:30 – 6:00 PM SOCIAL HOUR</p> <p>6:00 – 7:00 PM BANQUET DINNER</p>	<p>7:00 – 8:00 AM FULL BREAKFAST Conference Center</p> <p>8:00 AM – Noon PERFORMANCE APPRAISALS, GOAL SETTING, AND DIFFICULT CONVERSATIONS</p> <p>EUREKA TO ACTION <i>Leave OHPSI with a plan for putting lessons learned to good use.</i> Steve Ludwig, Ludwig Speaks and Facilitator</p> <p>Certificates will be provided to all participants after the last session on Friday. No exceptions.</p>



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2022 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 Tuesday, Thursday

Payment before deadline

\$735.00

Institute

Payment after deadline

\$755.00

DIRECTOR'S DAY

September 29, 2022 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.

\$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

OHPSI 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 9, 2022.

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
For more information contact David Barber at dhb4950@gmail.com

REFER QUESTIONS ABOUT REGISTRATION TO:

JEANNE ROUSTON, PROGRAM COORDINATOR
phone: 989-965-4726 email: 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.