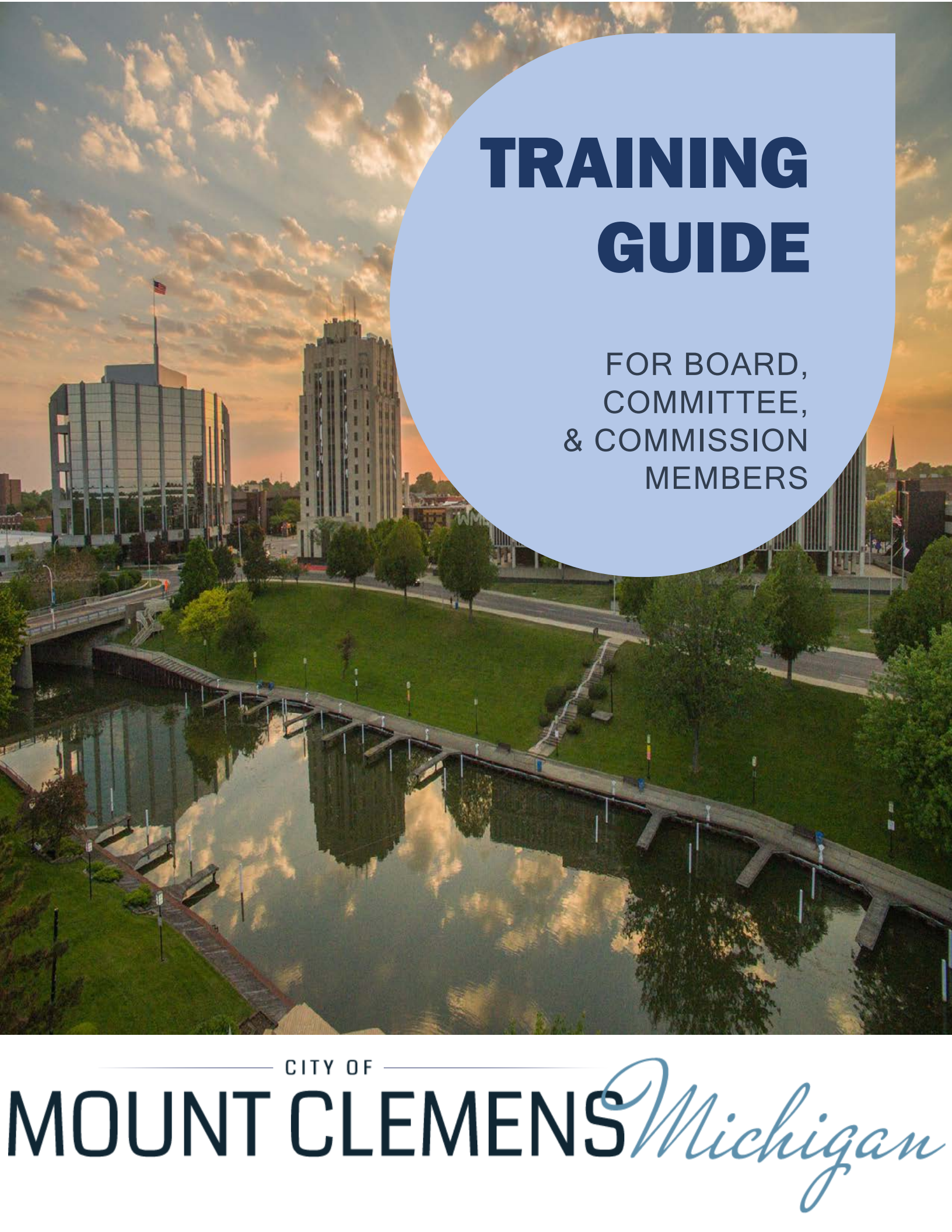




TRAINING GUIDE

FOR BOARD,
COMMITTEE,
& COMMISSION
MEMBERS

CITY OF
MOUNT CLEMENS *Michigan*

Introduction & Purpose

The functions of the city's boards, committees and commissions vary, but all work to advance three key goals:

01 Improve City services.

02 Beautify the City.

03 Maintain the City's history as a benefit to all residents and for generations to come.



Welcome to Mount Clemens!

Whether you're a newly appointed or longstanding member of one of the city's boards, committees or commissions, the *Training Guide* aims to identify and understand recommended training opportunities. This guidebook does not contain a comprehensive list of available or pertinent trainings. Rather, this guide serves as a starting point for members and staff to explore continuing education options that complement the city's current goals and objectives.

Quick FAQs:

Why is training important?

Ongoing training is critical for communities to effectively and efficiently respond to development issues. Cities like Mount Clemens constantly face new and unique challenges regarding land use and economic and community development. A commitment to training and continuing education enables board and commission members to make timely, informed decisions that will positively impact the city, businesses, and residents for years to come. Additionally, frequent training limits knowledge gaps resulting from membership turnover. No matter a board, committee or commission member's experience level, education and training helps fine-tune the skills needed to shape the policies and directions of our city's development processes.

Can boards and commissions choose training topics?

Yes! While this guide offers some recommendations and resources for appropriate trainings for the city's board, committee and commission members, seeking out additional topics of interest is encouraged. The issues facing Mount Clemens are sure to change over time; it is important that the training curricula used by each board, committee or commission reflect the needs and interests of every group while simultaneously providing up-to-date information and best practices to inform future decisions.

How do we measure efficacy?

These trainings are meant to be more than a box to check. While attendance for workshops and training sessions will be tracked internally by city staff, participation is also encouraged for members' own educational benefits. These sessions are springboards for knowledge-sharing among colleagues - participants are invited to share what they learned with those not in attendance. To gauge the quality and effectiveness of each session, the city will provide short post-training surveys to all participants. The city will evaluate survey responses annually to adjust the curricula as necessary to ensure that members receive beneficial, in-demand training, workshop, and conference opportunities.

Training

Types & Styles

Diverse offerings to meet your needs.

From online courses to in-person conferences, there are countless ways to stay informed about the topics you'll encounter during your time serving on a city board, committee or commission.

Webinars

Several of our partner organizations host frequent online courses, presentations, and training sessions on pressing zoning, planning, and community/economic development topics. The webinar format brings continuing education straight to you - all without needing to leave the office. Members can attend webinars individually or participate as a team to facilitate group discussion on key takeaways.

Can't make a webinar time?

No problem! Many online sessions send presentation recordings and materials to registrants for later use.



On-Site Workshops

Training opportunities can also come alive within the City Municipal Building. On-site workshops and seminars offer opportunities for collaboration within and among boards, committees and commissions, as well as between the city and local groups. These sessions are excellent interactive and cost-effective methods for networking, knowledge-sharing, and capacity-building for larger groups. Opportunities are available depending on interest and scheduling considerations. *Note: On-site programming will remain virtual due to the COVID-19 pandemic.*



Off-Site Conferences

Major community and economic development associations across the state host conferences geared towards municipal officials. Whether your team is seeking insight on issues specific to our region, the state of Michigan, or those of national importance, there are numerous conference options available. Along with the educational benefits, conferences and symposiums are great opportunities to network and listen to new voices. *Note: Off-site conferences will not be available due to the COVID-19 pandemic.*

Did you know?

The City of Mount Clemens has a dedicated budget for training and continuing education. Staff in the city manager's office or the community development department are here to work with you to help fund participation in appropriate training programs of interest.

Resources & Organizations

Materials to get you started.

Finding relevant webinars, workshops, or conferences can be overwhelming. That's why we've curated a list of training resources from trusted Michigan-based organizations focused on planning, zoning, and development. *Note: this is not an exhaustive list!*

Focusing on Michigan Communities



CEDAM offers several training opportunities for member communities and officials. The annual Developing Vibrant Communities conference is designed to equip practitioners with the community economic development and financial empowerment strategies needed to positively transform their communities. CEDAM also hosts a [Real Estate Development Boot Camp](#) and a [free webinar series](#) focusing on key community development principles. Past topics include Placemaking, Community Planning, and Community Health.



To meet its goal of promoting training, information-sharing, and continuing education at the local level, MEDC offers [year-round opportunities](#) across a variety of formats. Resources include in-person workshops on Small Business Events, Michigan Main Streets training, and best practices for Redevelopment Ready Communities. These resources (and more) can also be accessed online through the [MiPlace eLearning System](#) and MEDC's webinar series.



The MML provides training and educational events on issues and concerns relating to local government. [Online offerings](#) include live webinars and a growing On-Demand Webinar Library, and the League hosts yearly in-person events like its [Annual Convention](#) as well as the [Capital Conference](#) in Lansing. The League also offers [on-site programs](#) for your whole board or commission. Topics range from standard trainings on local government procedures to advanced leadership and strategy exercises.



In addition to the data analytics and technical expertise available to its member communities, SEMCOG offers free online trainings for government leaders and staff throughout Southeast Michigan through its [SEMCOG University](#) program. Past workshops are available online via the [On-Demand Webinar Library](#). Through the website, you can also access an abundance of training tools and resources, such as regional [maps](#), [community profiles](#), case studies, and an [open data portal](#).



The Michigan Chapter of the American Planning Association offers on-site workshops year-round, all focused on building the key competencies needed for effective zoning and planning administrators. Programs vary in length and are tailored to the specific needs of the community. [Topics include](#) Planning and Zoning Essentials, Zoning Administration, Capital Improvements Programs, Site Plan Review, and Master Planning. These trainings can also be completed remotely.

Resources

& Organizations, continued

National Applicability, Local Impact



AARP's Livable Communities initiative seeks to help communities nationwide build safe, secure, and livable environments for residents of all ages. The initiative boasts a wealth of helpful and inspiring resources for leaders across experience levels, from [articles and reports](#) on how to foster community engagement to free online [publications](#) and [e-newsletters](#) covering economic and community development topics. You can also browse AARP's online [webinar](#) gallery or view [videos](#) from past conferences and workshops for additional training materials.

Remember: this is not a comprehensive list.

There are innumerable resources available online, and we encourage board, committee, and commission appointees to share additional materials with fellow members and city staff. Have you worked with an organization you think would be helpful to partner with for trainings? Did you recently find something you think should be added to the *Training Guide*? Let us know!



Monitoring & Evaluation

Get training. Give feedback.

We want to make sure you get the training you need. To keep track of completed trainings and identify future needs, the city will log attendance for board, committee and commission members. We will also email you a [post-training survey](#) to receive and analyze your feedback and gauge the effectiveness of each module.

Attendance Tracking - Sample

<i>Q3, 2020</i>					
Name of Training	Format	Participant(s)	Role(s)	Date(s)	Survey Completed? (Y/N)
CED 101: Financial Empowerment	Webinar	Ima Bather	Planning Commissioner	7/28	Y
		Clem N. Comish	Board of Zoning Appeals	7/28	Y
RRC Best Practices Training	Workshop	C. T. Hall	Planning Commissioner	9/16-9/17	N

Post-Training Survey - Sample

Name: _____ Training: _____ Date: _____

Please select the role that best describes you:

Planning Commissioner	
Zoning Board of Appeals Member	
Elected Official	
DDA Member	
City of Mount Clemens Staff	
Other (describe below)	

Please circle the number that best reflects your experience with this training activity:

	Disagree		Neutral	Agree		N/A
The training content met my expectations.	1	2	3	4	5	N/A
The training content was high-quality.	1	2	3	4	5	N/A
The training was relevant to my needs.	1	2	3	4	5	N/A
I learned something new as a result of this training.	1	2	3	4	5	N/A
The content was practical and can easily be applied to my role.	1	2	3	4	5	N/A
I would recommend this training to my colleagues.	1	2	3	4	5	N/A

Additional comments/suggestions:

Contact Information

Have a question? Need assistance? We're here to help.

Continuing education extends beyond the *Training Guide* - and so does our assistance. Board, committee, and commission members are encouraged to reach out to City staff with suggestions, questions, and technical assistance regarding training activities. If you are interested in a training opportunity or would like to find out more information, please reach out to the Community Development Department or City Manager's Office.

Community Development Department

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btingley@mountclemens.gov
(586) 469-6818, ext. 2

Office of the City Manager

Theresa Bryant, Executive Secretary
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