

International Institute of Municipal Clerks Course & Program Review Template Example

Today's Date: xx/xx/xxxx

Your Name: xxxxxx x xxxxxxxx

Your Position: Institute Director ___ State Education Chair X Other (explain):

City: xxxxxxxxx

State: xx

Zip: xxxxx

Email: xxxx@xxxxxx,xxx

Telephone: xxx xxx xxxx

1. Program Title: *"Becoming a Proactive Leader"*
2. Program Offered by: IIMC Institute ___ State Association X Other (explain):
3. Program Location: Address xxxxxxxx, City xxxxxxx, State xx, Place the course will be offered xxxxxxxx
4. Program Date and Time: please specify in-class contact hours and breaks (time allotted for breakfast/lunch/dinner/breaks, etc., does not count towards IIMC points).

October 10, 2008; 8:30 a.m.-12 p.m. (two 15-minute breaks).
5. Credit Requested for: CMC ___ MMC X CMC Recertification ___
6. Instructor's Brief Bio: please attach a **one paragraph bio** of the instructor.

See attached bio

7. **Purpose** of the Course: the **Instructor** will write a one, two, or three **sentence** description of the course's overall purpose:

The purpose of this course is to compare and contrast proactive and reactive leaders and prepare the students for becoming proactive leaders. It compares leadership with management, and it discusses various leadership styles with emphasis on leadership in municipalities.

8. **List Major Topics Covered** in the Course: the **Instructor** will list the major topics that will be covered in the course.

*Leadership
Proactive Leadership
Reactive Leadership
Management
Leadership Styles
Anticipation
Timeliness*

*Identifying Priorities, Obstacles, and Opportunities, and Setting Goals
Developing an "Execution" Plan
Leadership in Municipalities*

9. Learning Outcomes: the **Instructor** will write a one, two, or three **sentence** description of the **useful knowledge/experience** that the student will **take away** by attending this course.

Upon completion of this course the students will have a working knowledge of proactive leadership; they will learn the importance of anticipation, timeliness, and identifying priorities, obstacles, and opportunities, and setting goals. They will learn the differences between leadership and management. They will further learn how to devise an execution plan

10. Learning Outcomes Assessment Tool: the **Instructor** will select an outcomes assessment tool that assesses the knowledge/experience acquired by the students taking the course.

Test ___ Quiz ___ Essay ___ Practicum ___ KTAP X Other (explain):

Please attach a **blank sample** of the Course Evaluation Form: the **education provider** will design a Course Evaluation Form (questionnaire) that will assess the **effectiveness of teaching** in the classroom, the **relevance** of the course to the job of the participating clerks, and the accomplishment of the stated **course learning outcomes**.

See attached sample Course Evaluation Form

Please refrain from sending course materials to IIMC Education Department.