



NORTHWEST CLERKS INSTITUTE AND OAMR NCI COMMITTEE

Registration for the 2022 Northwest Clerks Institute Professional Development (PD) program is open and waiting for you! We are exciting to be returning to the campus of the University of Puget Sound for in person learning. PD I is nearing capacity and PD II, PD III and PD IV have plenty of seats available. If you're on the fence or have just been putting off registering, NOW is the time! Go to www.nwclerks.org and register today.

As a reminder, here are the dates:

PD I June 5-10
PD II June 12-17
PD III June 19-24
PD IV June 13-26

I'm excited for our programming as we maintain staples of PD I - Role of the Clerk, Jurassic Parliament, Records Management, Ethics, Effective Writing of Meeting Minutes, Legal Issues and Customer Service; and, we've added Working with Elected Officials.

In PD II, we continue with Understanding Yourself and Others, Keys to Supervision, Advanced Records Management, Budgeting, Approaching Human Resources Issues with Confidence, Creating a Personal Vision Statement; and, we've updated our courses to include Self-Care and Collaboration, Time is on Your Side and Communication Styles.

In PD III, our traditional courses on Decision-Making, Purpose-Driven Leadership, Developing Effective Workplace Polices, Crisis Communications for Clerks, and Power Talk continue to highlight PD III. And, we've enhanced our programming with the addition of Using Social Media as a Tool in Local Government, Minimizing Workplace Gossip, Working with Strong Hybrid Work Teams, Differentiated Leadership, and Public Speaking Skills for Clerks: How to Make Every Word Count.

Our PD IV program this year is outstanding! Karen Kirk, M.Ed., of Synergistic Solutions will be facilitating ***"Refining our Professional Practices"*** and it looks like this:

Part I. Purpose, Positioning and Professionalism: in service and in leadership

- A. Customer Service – the Next Level
- B. Professional Positioning and the 'Preparatory' Mindset
- C. Leadership/ Management / Supervision (Definitions, Differences and Driving philosophies)
- D. Maintaining Professional Composure

Part II. Navigating Covid (yesterday, today and tomorrow)

- A. The 5 stages of the human reaction to a pandemic
- B. Facilitated discussions around:
 - What we learned from our experiences yesterday (i.e.: March 2020 - today)
 - What we are doing today (June 2022)
 - What we can do to proactively face tomorrow (Fall 2022 and beyond)

Part III. Maintaining Mental Wellness

- A. Keys to Resilience
- B. Balance /Stress Management

An important note about PD IV. PD IV is a Master Academy, geared toward the MMC candidate. However, those working on the CMC designation can also attend and use the education points toward their CMC.

Invest in Your Future—Attend the 2022 Northwest Clerks Institute

All successful professionals sharpen their skills on a regular basis. Your job is multi-faceted and ever-changing. New citizen demands, legal changes in procedures and new information technologies have increased the pace of your work and require you to plan and expedite many different tasks at once. You are the first point of contact for citizens in your local jurisdiction, and your elected officials count on you to make sure that your public meetings, records, elections and other special projects operate smoothly.

The job of Clerk is not getting any easier and you know the importance of keeping abreast of the latest issues and trends. The best way to do just that is by investing in continuing education and obtaining certification as a CMC and MMC.

The professional friendships you will develop at the Northwest Clerks Institute will prove invaluable over the course of your career.

Decide to make a difference in your organization, career and future. Join us at the Northwest Clerks Institute.