



***Polk-Burnett Leadership Academy
2009-10
Course Syllabus***

**September 8th, 2009-May 11th, 2010
(Class meets each second Tuesday of Month)
(Note: October session meeting the 1st Tuesday)**

<http://www.uwex.edu/ces/cty/burnett/cnred/index.html>

<http://www.uwex.edu/ces/cty/polk/>

Polk – Burnett Leadership Academy Session 2#
Tuesday, October 6th, 2009
(Note this session meeting the 1st Tuesday)

Place:

*Polk County Local Government Center
Hwy 46 and County Hwy I
Lower Level Conference Room
Balsam Lake, WI*

Objectives and Agenda:

Background Reading: *The Leadership Challenge*. Kouzes, James M. & Posner, Barry Z.; 2002. Jossey-Bass-Third Edition (**Please read: Preface-Everybody's Business and Part One-What Leaders Do And What Constituents Expect-pages 3-39**)

Support Material/Handouts: *Understanding Facilitation*. Hubert H. Humphrey Institute of Public Affairs, 1999. Volume 1. *A Few FAQ'S on Parliamentary Procedure*. Hill, Dan; 2004, Wisconsin County Supervisor's Handbook, Wisconsin Counties Association

Session 2 – Leadership:

Session objectives:

- To understand leadership styles and when to use which styles
- To learn facilitation skills including running effective meetings
- To learn about powers and duties of local government bodies and officials; open meetings and records, ethics and conflicts of interest.

Agenda:

9 a.m. Leadership and Leadership Styles- What is leadership to you.
-Review part one of book: The Leadership Challenge-Kazmierski

10 a.m. Group Exercise

11 a.m. Planning and Conducting Effective Meetings-*Kazmierski*

Noon: Lunch

12:45 pm Understanding open meetings and records, - *Philip Freeburg*
Local Government Law Educator

2pm Understanding powers and duties of local officials, ethics and conflicts of interest-
Freeburg

4pm Evaluation/Adjourn

Polk – Burnett Leadership Academy Session 3#
Tuesday, November 10th, 2009

Place:

*Polk County Local Government Center
Hwy 46 and County Hwy I
Lower Level Conference Room
Balsam Lake, WI*

Objectives and Agenda:

Background Reading: *The Leadership Challenge*. Kouzes, James M. & Posner, Barry Z.; 2002. Jossey-Bass-Third Edition (**Please read: Part Two-Model the Way-pages 43-105)-Complete Chapter 4 in Workbook**)

Handouts: TBA, Learning Institute for Nonprofit Organizations, 1999.

Session 3– Organizational Development

Session objectives:

- To learn about tools that can build capacity within your organization
- To understand issues facing non-profits and volunteerism
- Understand Board Governance and Fundraising
- Identify group projects and project teams

Agenda

9 a.m. Book discussion and workbook exercise-*Bob Kazmierski*
10:00 a.m. Non-profit management and Grant Writing Resources- *Andy Lewis*
Professor
Center for Community Economic Development
Noon: Lunch
12:30: Group Project Identification
2:00 p.m. Volunteerism: From Recruitment to Retention-*Sue Pleskac-*
Professor-UWEX Volunteer Leadership Specialist
4:30 p.m. Evaluation/Adjourn

Polk – Burnett Leadership Academy Session 4#
Tuesday, December 8, 2009

Place:

*Burnett County Courthouse
HWY 35-Siren
Room 165*

Objectives and Agenda:

Background Reading: *The Leadership Challenge*. Kouzes, James M. & Posner, Barry Z.; 2002. *Jossey-Bass-Third Edition (Please read: Part Five-Enable Other to Act -pages 241-311)-Complete Chapter 7 in Workbook*

Support Material/Handouts: *Top Ten Ways to Reinvent Rural Regions*; 2002; Drabenstott, Mark-Center for the Study of Rural America-Federal Reserve Bank of Kansas City.
Polk and Burnett County Economic Profiles
Polk and Burnett County Tourism Economic Impact Sheet
Polk and Burnett County Workforce Profiles
Polk and Burnett County Quick Fact Sheet

Session 4-Economic Development:

Session objectives:

- To improve the participants understanding of the role that manufacturing industries play in rural America
- To increase the understanding of other forms of economic development
- To understand economic trends facing local communities
- To increase the participants knowledge of economic factors in Polk and Burnett Counties

Agenda:

9:00 a.m. Book discussion and workbook exercise-
10:00 Break
10:15 County Demographics and Regional Economic Analysis of Northwestern Wisconsin-*Dr. Jerry Hembd- State Specialist at UW-Extension and Associate Professor in Business and Economics at UW-Superior.*
12:00 Lunch
12:30 Group Project Time
1:30 Leave for Business Tour
2:00-4:00 Tour of NEXEN Group, Inc. –Webster, WI

Polk – Burnett Leadership Academy Session 5#
Tuesday, January 12th, 2010

Place:

*Burnett County Courthouse
HWY 35-Siren
Room 165*

Objectives and Agenda:

Background Reading: *The Leadership Challenge*. Kouzes, James M. & Posner, Barry Z.; 2002. Jossey-Bass-Third Edition (**Please read: Part Three-Inspire and Shared Vision-pages 109-170)-Complete Chapter 5 in Workbook**)

Support Material/Handouts: Conflict Mode Instrument; Thomas, Kenneth and Kilmann, Ralph;2002 CCP, INC.

Session 5 – Conflict Resolution:

Session objectives:

- To understand the fundamentals of conflict and resolution processes
- To learn basic tools for managing conflict
- To learn about when to use conflict resolution tools at the community, workplace, and personal levels

Agenda:

9:00 am Book discussion and workbook exercise-
Opening: What is Conflict, Why important: self, family, work place, community
Win-Win model/Model for Improvement-*Alicia Acken-Cosgrove-UWEX-River Falls*

9:15 am Conflict Styles - Ways people respond to conflict
Thomas-Kilmann Conflict Mode Instrument/administer & score

9:30 am Styles Grid presentation and discussion

9:40 Uses of styles - Small Group Discussion Activity

10:05 Win as Much as You Can -Intergroup Competition

10:35 Break

10:50 Understanding Perception

11:40 Community Conflict Case Simulation

12:00 Lunch

12:45 Fishbowl Community Conflict Resolution

3:00 Group project update-*Kornmann*

4:00 Evaluation/Adjourn

Polk – Burnett Leadership Academy Session 6#
Tuesday, February 9th, 2010

Place:

*Polk County Local Government Center
Hwy 46 and County Hwy I
Lower Level Conference Room
Balsam Lake, WI*

Objectives and Agenda:

Background Reading: *The Leadership Challenge*. Kouzes, James M. & Posner, Barry Z.; 2002. *Jossey-Bass-Third Edition (Please read: Part Four-Challenge the Process -pages 173-237)-Complete Chapter 6 in Workbook*

Support Material/Handouts: *Wisconsin's Open Meeting Law Fact Sheets
Local Government Finance Fact Sheet
Home Rule Fact Sheet
The Framework of Your Wisconsin Government; 2006; 17th Edition
Wisconsin's Taxpayers Alliance*

Session 6 – Local Government and Finance:

Session objectives:

- To gain a better understanding of the basis of local government in Wisconsin, its history, operation and function
- To increase an understanding of challenges facing local officials; and
- The participants will increase their understanding of taxation and budgeting issues.

Agenda:

9 a.m. Structure and Processes of County Government-*Alan Probst-Local Government Specialist-UWEX Local Government Center*

10:00 Break

10:15 Budgeting and Finance-*Probst*

11:15 Intergovernmental Cooperation-*Probst*

Noon: Lunch

12:45 p.m. Framework of Wisconsin Government-Yesterday and Today - *Kazmierski*

2:00 Book discussion and workbook exercise-*Kazmierski*

3:00 Group Project Time

4:00 Evaluation/Adjourn

Polk – Burnett Leadership Academy Session 7#
Tuesday, March 9, 2010

Place:

*St. Croix Scenic Riverway National Parks
Service Building
Lower Level Conference Room
Saint Croix Falls, WI*

Objectives and Agenda:

Background Reading: *The Leadership Challenge*. Kouzes, James M. & Posner, Barry Z.; 2002. Jossey-Bass-Third Edition (**Please read: Part Six-Encourage the Heart -pages 315--380)-Complete Chapter 8 in Workbook**)

Handouts: *Comprehensive Planning Fact Sheets, UWEX First Impressions Handbook*

Session 7-Community Development and Planning:

Session Objectives:

- To understand tools used in community planning
- Basic Understanding of Strategic Planning and Visioning
- Downtown Revitalization strategies

Agenda:

9 a.m. – 10:00	Book discussion and workbook exercise- <i>Kazmierski</i>
10:00 – 11:00	‘The Twelve Tenants of Place-making’ -Positive Planning in Cities- <i>Alicia Acken Cosgrove-Land Use Specialist-UWEX-River Falls</i>
11:00- noon	Facilitating Group Processes- <i>Kazmierski</i>
Noon	Lunch at a downtown establishment
12:45	Main Street Programs – <i>Bill Ryan, Center for Community Economic Development</i>
1:30	Saint Croix Falls Main Street Tour
3:30-4 p.m.	Group Projects update/evaluation/adjourn

Polk – Burnett Leadership Academy Session 8#
Tuesday, April 13, 2010

Place:

*Burnett County Courthouse
HWY 35-Siren
Room 165*

Objectives and Agenda:

Background Reading: *The Leadership Challenge*. Kouzes, James M. & Posner, Barry Z.; 2002. *Jossey-Bass-Third Edition (Please read: Part Seven-Leadership for Everyone-pages 383-400.*

10 ways to protect your shoreline, Forestry Mega Trends Report, Burnett County Shoreline Inceptive Program Brochure, Controlling Runoff and Erosion From Your Waterfront Property, TBA

Session 8-Natural Resources:

Session Objectives:

- To understand agricultural economies
- To understand issues facing local natural resources
- To understand basic science and natural systems
- To understand to tools used to manage and protect natural resources

Agenda:

9 a.m.	<u>Deer Lake Conservancy Tour</u> – <i>John Haack</i> -St. Croix River Basin Educator-UWEX Limnology 101 Impacts of People on Lakes and Rivers Natural Resource Policies:
Noon	Lunch
1:00	Final book discussion
2:00	Forestry Trends and products economics– <i>Jake Nichols-Burnett</i> <i>County Forestry</i>
3:00	Final Update of Group Projects/evaluation
4 p.m.	Adjourn

Polk – Burnett Leadership Academy Session 9#
Tuesday, May 11, 2010

Place:

*The Lodge at Crooked Lake
24271 State Hwy 35, Siren, WI
Room 165*

Session 9 –Graduation

Agenda:

9:00-11:45AM	Project Presentations
NOON	Welcome and Introductions of Guests
12:45 PM	Keynote Speaker: To be determined.
1:00 PM	Graduation Ceremony
1:15 PM	Adjourn Ceremony
1:30 -3:30 PM	Discussion of Evaluation and Future of Leadership Academy (Steering Committee and Academy Graduates Only)