



Municipal Technical Advisory Service
INSTITUTE *for* PUBLIC SERVICE

MUNICIPAL MANAGEMENT ACADEMY

Program Overview

Program Goal

Mission statement: To provide training opportunities to managers and supervisors in municipal environments throughout the state of Tennessee.

The Municipal Management Academy (MMA) strengthens management skills for municipal professionals who want to improve their personal and organizational effectiveness. The program serves as basic management training for new managers or as a refresher for experienced managers.

Each course emphasizes discussion and group activities to encourage participants to learn from one another, often resulting in better teamwork, cohesiveness, and communication among managers. Offered in virtual or in-person formats, the sessions are easily adapted for groups of different sizes and levels of experience and skill.

Curriculum

The program is divided into two levels. Levels I and II require completion of eight sessions in each certificate.

The goal of this program is for supervisors to demonstrate successful supervisory skills and behaviors on the job. To achieve this goal, the program is designed to:

- Examine the roles and responsibilities of local government managers and supervisors
- Identify characteristics, attitudes, and behaviors of effective and successful managers/supervisors
- Assess individual strengths and weaknesses in order to build on strengths and correct weaknesses
- Learn and practice new supervisory skills
- Apply theories of effective supervision in practice

Each course includes class discussions and learning activities that provide a framework for applying these concepts in the participants' own supervisory situation, developing new behaviors, and practicing new skills.

Certificate Requirements

Level I and II participants must complete all eight of the required sessions in each certificate to be awarded a *Municipal Management Academy Level I or II certificate*.

Online Transcripts

If you are uncertain which MMA classes you attended or need to make up, you can find your transcript online in the K@TE learning management system: www.kate.tennessee.edu/mtas

For questions about your attendance or assistance with online transcripts, please email Doug Brown at doug.brown@tennessee.edu or call 865-974-9140.

Makeup Policy

We discourage missing an in-person course, because in-class interaction and discussion enhances the learning process. However, we understand that scheduled or unforeseen events may prevent participants from attending every class meeting.

Participants may make up ***no more than two courses*** they missed in MMA Level I or II by taking an online makeup.

Online makeup courses will be assigned and available after all eight sessions have been delivered. Online makeup courses must be completed within six months of the date of the last session in the cohort.

Students must attend *MMA02: Understanding Workstyles* in person due to the administration of the DiSC instrument, which must be administered by a certified instructor.

Contact Information

If you are interested in bringing an MMA to your city, please contact the **training consultant** in your region.

For assistance with online transcripts or the K@TE learning management system, please contact the **training coordinator** in your region.

Knoxville Staff:

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Level I Session Descriptions

Municipal Manager Overview

Gain a broad functional overview of municipal management, assess supervisory skills, and set specific goals and objectives for this program. Also explore leadership models and how each relates to the responsibilities of managers.

Understanding Work Styles

Build more effective workplace relationships by examining different behavioral styles. Participants will identify and explore their work style through the DiSC behavioral profile and recognize behavioral styles used by others.

Planning and Organizing

Enhance personal organizational skills and effectiveness to improve outcomes through planning, organizing, and prioritizing.

Performance Management

Review the performance management process, discuss the importance of setting expectations, and examine factors that contribute to performance problems and using a problem-solving approach to improve performance.

Human Resource Overview

Employment law is an ever-increasing issue of importance in the workplace. Get an overview of human resource challenges and learn about federal and state employment laws including FMLA, ADA, Worker's Compensation, FLSA, EEOC and more.

Promoting Workplace Inclusion

Examine and explore your role in building, promoting, and valuing diversity, which leads to high-performing, inclusive workplaces.

Fostering a Service Culture

Explore best practices in customer service to establish your customer service vision and your responsibility to provide and promote exceptional customer service.

Motivation and Workforce Engagement

Understand how the role and impact of motivation that leads to improving workforce engagement. An engaged workforce is more productive, motivated, and committed to organizational outcomes.

Note: *All eight sessions are required courses to complete the Level I certificate.*

Level II Session Descriptions

Empowering Your Team

Empowered employees are more engaged, loyal, and committed. In this course, participants will learn strategies for developing empowered employees. This course will focus on building trust and improving emotional intelligence to create an empowered and effective team.

Feedback and Coaching

Delivering constructive feedback can be a challenging task for even the most seasoned manager. This course covers techniques for making feedback more effective, respectful, and meaningful. The course will focus on how to engage in communication about difficult topics, such as employee behavior and activities that need to start (or stop!).

Delegation Skills

This course focuses on best practices in delegation. Class work will emphasize how to more effectively assign responsibility and tasks to employees, including how to define expectations, provide direction and support, and evaluate results.

Making Effective Decisions

This course focuses on improving problem-solving, decision-making, and critical thinking skills. It offers a concise problem-solving framework and aids in clarifying problems, setting priorities, generating solutions, and evaluating outcomes. This course is applicable to management in any department or any level of local government.

Employee Retention and Succession Planning

Retaining good employees can be challenging and often seems out of your control. This course will discuss ways to avoid talent loss by focusing on what employees need and want to perform at their highest level. It will also focus on succession planning, a key component of an overall employee retention plan.

Developing Teamwork

This course addresses management's role in forming, training, and supporting teams, describes the role and functions of the team leader, and offers suggestions for training. This course uses case studies to describe the responsibility of supervisors in managing teams.

Managing Change

Change is a basic ingredient of life, and it often means discovering something new, moving forward, and growing. In this course, participants will review the forces that drive organizations to change, examine the challenges of change, and discuss approaches for making change more effective. This course develops understanding of change processes and provides practical skills for managing and leading change.

Conflict Management

In this course, participants identify their style of conflict management, define the process of conflict management, and examine approaches for effective conflict management and resolution. Highlights include understanding the causes of conflict and techniques for conflict management.

Note: All eight sessions are required courses to complete the Level II certificate.