**Institute for Elected Municipal Officials II**

**Sample Agenda**

**Friday**

8:00 a.m. - 8:30 a.m.Registration/*Light* Continental Breakfast

8:30 a.m. - 9:00 a.m. **Introductions and Overview**

9:00 a.m. - 12:00 p.m. **Part II of Effective Council Techniques: Decision-Making Models**

**and Media Relations**

10:00 a.m. - 10:15 a.m. Refreshment Break

12:00 p.m. - 1:30 p.m. **Lunch Discussion: Future Elected Officials Training**

1:30 p.m. - 5:00 p.m. **Planning and Land Use**

3:00 p.m. - 3:15 p.m. Refreshment Break

5:00 p.m. Class Adjourns

**Saturday**

7:30 a.m. - 8:00 a.m. *Light* Continental Breakfast

8:00 a.m. - 12:00 p.m. **Advanced Revenue and Finances for Cities**

9:30 a.m. - 9:45 a.m. Refreshment Break

12:00 p.m. - 1:00 p.m. **Lunch Discussion: Advocacy Part II**

1:00 p.m. - 4:00 p.m. **Building Your City’s Team: Personnel and Labor Issues**

2:30 p.m. - 2:45 p.m. Refreshment Break

4:00 p.m. Program Adjourns