TENTATIVE SCHEDULE

• Session 1 - Sept. 16 | Achieving Effective Governance
Advantages and disadvantages of different models for effective governance of agencies that deliver public services.

• Session 2 - Sept. 23 | Understanding Local Politics
Finding a working definition of politics, managing political challenges and establishing politics as the basic framework within which administrators initiate and implement public policy.

• Session 3 - Sept. 30 | Organizational Behavior
Communication, decision-making, leadership, motivation and social factors that impact how organizations come to be, organize and grow.

• Session 4 - Oct. 7 | Human Resource Management: Selecting and Developing Personnel
Recruitment, generating a pool of qualified applicants, screening, interviewing, selecting and personnel development.

• Session 5 - Oct. 21 | Human Resource Management: Supervision and Appraisal
Job analysis, public sector values, appraisal objectives and tools, performance standards and common rating errors.

• Session 6 - Oct. 28 | Quality Assurance and Performance Improvement
Concepts and functions of quality assurance and performance improvement based on both locally-defined and International City/County Management Association (ICMA) performance measures.

• Session 7 - Nov. 4 | Evaluating Services
Collecting performance data and measuring outputs, throughputs and outcomes to develop a logic model that can be used as a program evaluation guide.

• Session 8 - Nov. 18 | Managing Personal and Organizational Ethics
Ethical codes as a guide to decision-making and the broader impact within organizations of personal ethical conduct.

• Session 9 - Jan. 6 | Government and the Local Economy
Using basic economics to reconcile unlimited wants with limited resources to make better decisions and solve local problems.

• Session 10 - Jan. 13 | Leading
The concepts and theories of leadership including identifying and assessing individual leadership styles from the perspective of public service.

• Session 11 - Jan. 20 | Budget Analysis and Preparation
Preparing and implementing a budget based on service needs, resource constraints, fiscal policy guidelines and alternate ways to draft a budget.

• Session 12 - Jan. 27 | Strategic Planning
Assessment techniques including stakeholder analysis, the planning process, who to involve, strategic issue identification and implementing an action plan.

• Session 13 - Feb. 3 | Budget Politics and Decision Making
The relationship between elected officials and staff, budget process, information flow, key stakeholders and linkages among planning priorities and budget decisions.

• Session 14 - Feb. 10 | Planning and Financing Capital Projects
Assessing local capital needs, selecting capital projects, evaluating financing capacity and funding options, evaluating and programming capital projects and long-term debt management.

• Session 15 - Feb. 17 | Community Problem Solving
Rethinking the tasks of public management and realizing common goals through communication, consultation and negotiation with independent organizational neighbors.

• Session 16 - Feb. 24 | Capstone
Faculty and participants tie the sessions together through case studies in the management of public services.

INSTRUCTORS

The MiniMPA series is facilitated by area practitioners and faculty from Wichita State University's Master of Public Administration (MPA) degree program at Hugo Wall School of Public Affairs.

Dr. Sam Brown, Director, Wichita State University Hugo Wall School of Public Affairs

Misty Bruckner, Director, Public Policy and Management Center, Wichita State University Hugo Wall School of Public Affairs

Dr. Mark Glaser, Professor, Wichita State University Hugo Wall School of Public Affairs

Dr. Kenneth Kriz, Regents Distinguished Professor of Public Finance, Wichita State University Hugo Wall School of Public Affairs

Robert Layton, City Manager, City of Wichita; Adjunct Professor, Wichita State University Hugo Wall School of Public Affairs

Brandon Russell, Director of Operations, Big Brothers Big Sisters of Kansas

Kathy Sexton, City Manager, City of Derby

Dr. Arwipawee Srithrongrung, Associate Professor, Wichita State University Hugo Wall School of Public Affairs

Jenny Turner, Director of Human Resources, City of Derby

Dr. Melissa Walker, Associate Professor, Wichita State University Hugo Wall School of Public Affairs

Dr. Samuel Yeager, Professor, Wichita State University Hugo Wall School of Public Affairs

Full class descriptions and instructor bios available at wichita.edu/hugowall/minimpa