

**Alabama Local Government
Training Institute Objectives:**

- ◆ Develop and maintain high standards of public service among Commissioners.
- ◆ Increase knowledge about the roles and responsibilities of County Commissioners.
- ◆ Provide an information base for more informed policy making.
- ◆ Improve the overall administration and delivery of county services.

Alabama Local Government Training Institute

Graduate Program

FY 2005-2006

ALGTI Graduate Course Offerings

Registration

Preparing & Delivering an Address (10 hrs)

This course discusses effective practices to enable county commissioners to deliver public addresses credibly and successfully. Some topics included are writing, physical aspects of delivery, visual aids, speaking skills and tips, and a question/answer period.

Date: November 29-30, 2005

Fee: \$190 (*Lunch Included*)

Location: Florence

Speaking to the Public, Media Relations and County Communication (10 hrs)

Every county commissioner is expected to serve as a spokesperson for the county and to work with groups and the media to help citizens understand what the county government is doing and why. This course provides the commissioner with the skills to speak publicly, make presentations to small groups, establish working relationships with the print and electronic media, and develop effective procedures for facilitating communications with the departments and offices within the county.

Date: February 16-17, 2006

Fee: \$175 (*Lunch Included*)

Location: Birmingham

36th Annual Alabama County Government Institute: Revenue & the County (12 hrs)

The 2006 County Government Institute brings together Alabama county commissioners, tax collectors, revenue commissioners, and certified revenue examiners to explore ways for the Alabama county to enhance its revenue environment, position the county for economic development and growth, and plan for the future.

Date: May 4-5, 2006

Fee: \$190 (*Lunches Included*)

Location: AUHCC, Auburn

- Preparing & Delivering an Address \$190
 Speaking to the Public & Media \$175
 36th Annual County Government Institute \$190

Mr. Ms. Mrs. (Circle One)

Name _____

Social Sec. # _____

Agency _____

Address _____

City _____ **State** ____ **Zip** _____

Tel _____ **Fax** _____

Email _____

Name Tag Preference _____

Additional Luncheon Ticket (\$20.00)

Name _____

Method of Payment

- Check enclosed (# _____)
 Purchase Order (# _____)

Please make checks payable to:

AUBURN UNIVERSITY

Mail or Fax this form to:

Center for Governmental Services
2236 Haley Center
Auburn University AL 36849-5225

Fax (334) 844-1919

Tel (334) 844-4782

www.auburn.edu/algiti

Registration/Cancellation Policy

Provided space is available, receipt of the registration form constitutes registration. Written cancellations received 15 working days prior to the beginning of the program will be honored with a full refund of the registration fee. Late cancellations or non-attendance will not be refunded. Substitutions for registered participants may be made at any time. *NOTE: If you have a disability and need accommodations to participate, please contact the Center for Governmental Services at (334) 844-4782.*