



Agenda

March 28-29, 2017 – Baymont Inn & Suites, Mandan

Tuesday, March 28

Noon Registration

12:30 p.m. **Welcome & Introductions**

12:45 p.m. **The Art of the PAUSE: Simple Tips to Managing your Stress so you can lead better** (*Mandy B. Anderson, Life Coach, Big Blue Couch Coaching*) It has been said that one of the leading causes of leadership failure is stress. During this unique session, life coach Mandy B. Anderson will help you apply simple, proven steps to help you avoid weariness and burnout so you can overcome the trap of stress and lead others, as well as yourself and your family, better.

1:45 p.m. **Networking Break**

2 p.m. **Youth Council** (*Christopher West, NDLC President and Chuck Andrus, NDLC Immediate Past President*) Explore the opportunities available for youth councils and hear how to get youth interested and engaged in local government.

3 p.m. **Networking Break**

3:15 p.m. **North Dakota Insurance Reserve Fund** (*Steve Spilde, CEO and Brennan Quintus, Risk Services Manager*) Hear the reasons why the North Dakota Insurance Reserve Fund was formed, how it is different from insurance, what they do, their future, and why they continue to be in the best interest of cities, and all political subdivisions.

4:15 p.m. **Legislative Update: Proposed changes that affect cities** (*Blake Crosby, NDLC Executive Director and Stephanie Dassinger, NDLC Deputy Director/Staff Attorney*)
Hear about what's happening at the Capitol this legislative session and what it means for your city.

5 p.m. **Networking Social** – Connect with old friends and new as you discuss your challenges and success stories in a relaxed atmosphere with appetizers and beverages. Roundtables will be in place for you to share and learn what your colleagues are doing to increase the vitality of their communities.

Wednesday March 29

New!

6:30 a.m. **Sunrise Yoga** (*Lindsay Masset, Registered Yoga Instructor, CC's Physical Therapy & The Studios*) A 45-minute gentle exploration of breath, mind, and body. No previous yoga experience required. Bring a mat if you have one or a blanket if not. Fun and calming music will be provided. Bring a smile and an open mind!

7:30 a.m. **Continental Breakfast**

8 a.m. **15 Tips to Working Faster in Word, Excel and Outlook** (*Cindy Solberg, Microsoft Office Specialist*) Microsoft Office is one of the most popular office suites out there. Whether you love it or hate it, these quick tips and shortcuts will make your day a little easier by helping you work faster in Word, Excel, and Outlook. Bring any questions you may have!

9 a.m. **Road to 2020** (*Mark K. Hellfritz, Geographic Coordinator, Census Bureau*) This session will discuss the new design changes for 2020, field operations in North Dakota, geographic programs, the community and partnership engagement program and how you can participate in this important national count of the American people.

10 a.m. **Networking Break**

10:15 **Human Resource Assessment Tools** (*Kathy Hogan, Project Consultant, HR Collaborative for Local Government*) Learn about the Human Resource Collaborative for Local Government, what resources it provides and how you can use the HR Self-Assessment Checklist to ensure that your human resources processes comply with all rules and regulations.

Noon **Leadership Training Program Awards Luncheon**

1 p.m. **Emergency Operations Planning for Communities** (*Gus Gantzer, Safety Consultant, North Dakota Safety Council*) All communities face a certain level of risk associated with

various threats. These threats might be the result of natural events, unintentional incidents, or intentional acts of violence. This session will help you identify the risks unique to your community, and assist in creating a corresponding Emergency Operation Plan.

2:15 p.m. **Hot Topics** (NDLC Board Members: *Diane Affeldt, Garrison City Auditor & April Haring, Oakes City Auditor*) Write down your city's stresses and struggles, and these experienced auditors will address your concerns. You'll have a chance to learn what others are dealing with as you collaborate on constructive solutions.

3:15 p.m. **Wrap Up**