

Register online: www.mtas.tennessee.edu

2016 Municipal Administration Program

Please complete the registration form below, and return it to MTAS, or visit
www.mtas.tennessee.edu to register online or fax to 865.974.0423

Name: _____

Municipal Organization / Employer: _____

Title: _____

Mailing Address: _____

City/State/Zip: _____

Phone: (_____) _____ Fax: (_____) _____

E-Mail: _____

Method of Payment

The registration fee for MAP courses for Tennessee city officials is \$50 each. A fee of \$65 is charged for non-city officials. Registration is required. Seating is limited at all sites, so please register in advance. Submit payment with your registration. MTAS will need to receive payment in order to confirm your attendance for the class.

☐ Check Enclosed (Payable to The University of Tennessee)

☐ Invoice me

The University of Tennessee will seek to accommodate all persons with disabilities.

The University of Tennessee **Municipal
Technical Advisory Service** Attention:

MAP Course Registration
1610 University Avenue, Knoxville, Tennessee
37921

Fax: 865.974.0423 Web site:
www.mtas.tennessee.edu

If you have any questions about program, please contact
Kurt Frederick at 615.253.6385 or email
kurt.frederick@tennessee.edu

For registration questions call **Patrick Mills** at
865.974.9833 or email patrick.mills@tennessee.edu

2016 Municipal Administration Program (MAP)

DEALING TACTFULLY WITH PEOPLE AND SITUATIONS

3.5 CLE/4 CPE/CMFO (Other) (LM)

Dates/Locations/Times:

- January 26 Memphis 8:30 a.m. – 12:30 p.m. CST
- January 27 Jackson 8:30 a.m. – 12:30 p.m. CST
- January 28 Nashville 8:30 a.m. – 12:30 p.m. CST
- February 25 Knoxville 8:30 a.m. – 12:30 p.m. EST

THE AGING DEMOGRAPHIC – WHAT IS IT AND HOW CAN CITIES PREPARE?

4 CPE/CMFO (Other) (LM)

Dates/Locations/Times:

- February 8 Jackson 8:30 a.m. – 12:30 p.m. CST
- February 9 Nashville 8:30 a.m. – 12:30 p.m. CST
- February 10 Knoxville 8:30 a.m. – 12:30 p.m. EST
- February 11 Kingsport 8:30 a.m. – 12:30 p.m. EST

BUSINESS TAX ADMINISTRATION

4 CPE/CMFO (Financial) (PA)

Dates/Locations/Times:

- February 10 Memphis 8:30 a.m. – 12:30 p.m. CST
- February 11 Jackson 8:30 a.m. – 12:30 p.m. CST
- February 16 Franklin 8:30 a.m. – 12:30 p.m. CST
- February 23 Kingsport 8:30 a.m. – 12:30 p.m. EST
- February 24 Knoxville 8:30 a.m. – 12:30 p.m. EST
- February 25 Collegedale 8:30 a.m. – 12:30 p.m. EST

EMPLOYMENT LAW

3.5 CLE/4 CPE/CMFO (Other) (PA)

Dates/Locations/Times:

- February 29 Nashville 8:30 a.m. – 12:30 p.m. CST
- March 2 Memphis 8:30 a.m. – 12:30 p.m. CST
- March 3 Jackson 8:30 a.m. – 12:30 p.m. CST
- March 7 Kingsport 8:30 a.m. – 12:30 p.m. EST
- March 8 Knoxville 8:30 a.m. – 12:30 p.m. EST
- March 9 Collegedale 8:30 a.m. – 12:30 p.m. EST

BULLIES IN THE WORKPLACE

4 CPE/CMFO (Other) (LM)

Dates/Locations/Times:

- March 22 Knoxville 8:30 a.m. – 12:30 p.m. EDT
- March 23 Kingsport 8:30 a.m. – 12:30 p.m. EDT
- March 29 Jackson 8:30 a.m. – 12:30 p.m. CDT
- March 30 Franklin 8:30 a.m. – 12:30 p.m. CDT

CUSTOMER SERVICE IN GOVERNMENT

4 CPE/CMFO (Other) (LM)

Dates/Locations/Times:

- April 5 Memphis 8:30 a.m. – 12:30 p.m. CDT
- April 6 Jackson 8:30 a.m. – 12:30 p.m. CDT
- April 7 Franklin 8:30 a.m. – 12:30 p.m. CDT
- April 13 Knoxville 8:30 a.m. – 12:30 p.m. EDT
- April 14 Collegedale 8:30 a.m. – 12:30 p.m. EDT

CITY OPERATIONS – HOW TO DETERMINE IF YOU ARE WINNING OR LOSING

4 CPE/CMFO (Other) (PA)

Dates/Locations/Times:

- April 25 Jackson 8:30 a.m. – 12:30 p.m. CDT
- April 26 Nashville 8:30 a.m. – 12:30 p.m. CDT
- April 29 Knoxville 8:30 a.m. – 12:30 p.m. EDT

PLANNING AND ZONING: COMPREHENSIVE PLANNING AND THE ANNEXATION PROCESS

4 CPE/CMFO (Other) (PA)

Dates/Locations/Times:

- May 3 Nashville 8:30 a.m. – 12:30 p.m. CDT
- May 4 Collegedale 8:30 a.m. – 12:30 p.m. EDT
- May 10 Memphis 8:30 a.m. – 12:30 p.m. CDT
- May 11 Jackson 8:30 a.m. – 12:30 p.m. CDT
- May 24 Knoxville 8:30 a.m. – 12:30 p.m. EDT
- May 25 Johnson City 8:30 a.m. – 12:30 p.m. EDT

CLOSING THE YEAR-END ACCOUNTING SYSTEM

4 CPE/CMFO (Financial) (PA)

Dates/Locations/Times:

- June 8 Collegedale 8:30 a.m. – 12:30 p.m. EDT
- June 9 Knoxville 8:30 a.m. – 12:30 p.m. EDT
- June 27 Memphis 8:30 a.m. – 12:30 p.m. CDT
- June 28 Jackson 8:30 a.m. – 12:30 p.m. CDT
- June 29 Franklin 8:30 a.m. – 12:30 p.m. CDT

MUNICIPAL LEGISLATIVE UPDATE

4 CLE/4 CPE/CMFO (Financial) (PA)

Dates/Locations/Times:

- July 12 Jackson 8:30 a.m. – 12:30 p.m. CDT
- July 13 Franklin 8:30 a.m. – 12:30 p.m. CDT
- July 14 Knoxville 8:30 a.m. – 12:30 p.m. EDT
- July 15 Collegedale 8:30 a.m. – 12:30 p.m. EDT
- July 19 Kingsport 8:30 a.m. – 12:30 p.m. EDT

BRINGING A HUMAN PERSPECTIVE TO ADA

3.5 CLE / 4 CPE/CMFO (OTHER) (PA)

Dates/Locations/Times:

- July 26 Jackson 8:30 a.m. – 12:30 p.m. CDT
- July 27 Nashville 8:30 a.m. – 12:30 p.m. CDT
- July 28 Knoxville 8:30 a.m. – 12:30 p.m. EDT

CYBER SECURITY BASICS

4 CPE/CMFO (Financial) (PA)

Dates/Locations/Times:

- August 2 Jackson 8:30 a.m. – 12:30 p.m. CDT
- August 3 Nashville 8:30 a.m. – 12:30 p.m. CDT
- August 4 Knoxville 8:30 a.m. – 12:30 p.m. EDT

NATIONAL FLOOD INSURANCE PROGRAM ADMINISTRATION AND LEGISLATIVE TRAINING (NO REGISTRATION FEE)

4 CPE/CMFO (Other) (PA)

Dates/Locations/Times:

- August 9 Kingsport 1:00 p.m. – 5:00 p.m. EDT
- August 10 Knoxville 1:00 p.m. – 5:00 p.m. EDT
- August 11 Collegedale 1:00 p.m. – 5:00 p.m. EDT
- August 16 Nashville 1:00 p.m. – 5:00 p.m. CDT
- August 17 Jackson 1:00 p.m. – 5:00 p.m. CDT
- August 18 Memphis 1:00 p.m. – 5:00 p.m. CDT

ASK FIRST: IMPROVING COMMUNICATION BY ASKING INSTEAD OF TELLING

4 CPE/CMFO (Other) (LM)

Dates/Locations/Times:

- August 18 Knoxville 8:30 a.m. – 12:30 p.m. EDT
- August 23 Jackson 8:30 a.m. – 12:30 p.m. CDT
- August 24 Franklin 8:30 a.m. – 12:30 p.m. CDT

SUPERVISION DYNAMICS

4 CPE/CMFO (Other) (LM)

Dates/Locations/Times:

- September 7 Franklin 8:30 a.m. – 12:30 p.m. CDT
- September 8 Jackson 8:30 a.m. – 12:30 p.m. CDT
- September 9 Memphis 8:30 a.m. – 12:30 p.m. CDT
- September 13 Collegedale 8:30 a.m. – 12:30 p.m. EDT
- September 14 Knoxville 8:30 a.m. – 12:30 p.m. EDT

HIRING AND FIRING DANGER ZONE FROM A LEGAL PERSPECTIVE

3.5 CLE/ 4 CPE/CMFO (OTHER) (PA)

Dates/Locations/Times:

- September 27 Jackson 8:30 a.m. – 12:30 p.m. CDT
- September 28 Nashville 8:30 a.m. – 12:30 p.m. CDT
- September 30 Knoxville 8:30 a.m. – 12:30 p.m. EDT

FIRO-B LEARNING ABOUT YOUR BEHAVIOR STYLE

4 CPE/CMFO (Financial) (LM)

Dates/Locations/Times:

- October 5 Jackson 8:30 a.m. – 12:30 p.m. CDT
- October 6 Nashville 8:30 a.m. – 12:30 p.m. CDT
- October 12 Knoxville 8:30 a.m. – 12:30 p.m. EDT

WOMEN IN PUBLIC SERVICE SYMPOSIUM (125.00 REGISTRATION FEE)

6 CLE/CPE or CMFO (Other) (LM)

Dates/Locations/Times:

- November 10 Murfreesboro 9:00 a.m. – 3:00 p.m. CST

BEST PRACTICES USING SOCIAL MEDIA IN LOCAL GOVERNMENT

3.5 CLE/4 CPE/CMFO (Other) (PA)

Dates/Locations/Times:

- November 15 Knoxville 8:30 a.m. – 12:30 p.m. EST
- November 16 Jackson 8:30 a.m. – 12:30 p.m. CST
- November 17 Nashville 8:30 a.m. – 12:30 p.m. CST

CHANGE MANAGEMENT

4 CPE /CMFO (Other) (LM)

Dates/Locations/Times:

- November 29 Jackson 8:30 a.m. – 12:30 p.m. EST
- November 30 Nashville 8:30 a.m. – 12:30 p.m. CST
- December 6 Knoxville 8:30 a.m. – 12:30 p.m. EST



NEW CLASSES!



INTERNAL CONTROL – DOCUMENTATION & POLICY DEVELOPMENT

4 CPE/CMFO (Financial) (PA)

Dates/Locations/Times:

- March 14 Germantown 8:30 a.m. – 12:30 p.m. EST
- March 15 Jackson 8:30 a.m. – 12:30 p.m. CST
- March 21 Nashville 8:30 a.m. – 12:30 p.m. CST
- March 28 Cleveland 8:30 a.m. – 12:30 p.m. EST
- March 31 Knoxville 8:30 a.m. – 12:30 p.m. EST
- April 1 Kingsport 8:30 a.m. – 12:30 p.m. EST

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