

2021 10-PART WEBINAR SERIES

SERIES ONE



Bloom Centre for Municipal Education, in cooperation with the Canadian Association of Government Finance Officers (CAGFO), is proud to bring to you 10 new Webinars in 2021. The curriculums have been developed with the expertise of municipal professionals and executives.



- Individual Webinars are \$175 each
- Set of 10 webinars for CAGFO members for \$1,350 (a savings of \$400!) **Sign up by November 30th for \$1200 (an additional savings of \$150!)**
- Purchase both webinar sets (Series One and Two) for \$2,250 (a savings of \$1,250!) **Sign up for both sets (Series One and Two) by November 30th for \$2,000 (an additional savings of \$250!)**
- Webinars are recorded and available for 24/7 viewing
- All courses come with PDF slides for reference



- ✓ Courses developed by municipal financial professionals and executives
- ✓ Recorded webinars (24/7 viewing)
- ✓ High quality curriculum
- ✓ Affordable
- ✓ Earn PD credits at your convenience
- ✓ Convenient online delivery
- ✓ Easy to access technology
- ✓ Free templates and tools
- ✓ Access to updates
- ✓ Relevant and timely topics
- ✓ Networking opportunities

EMPOWERING MUNICIPALITIES
to achieve infinite possibilities



WEBINAR CURRICULUM AND SERIES ONE COURSE SCHEDULE



Municipal Basics

January 27, 2021
10:00 AM – 11:30 AM MST

- A general overview of municipalities and how they work “top to bottom”
- Legislation overview, governance model, CAO position description
- Assessment, taxes, service delivery, election cycle, sustainability
- Municipal challenges – land use planning, economics, service delivery, public perception, politics, intermunicipal challenges, financial challenges



Capital Budgeting 101

February 24, 2021
10:00 AM – 11:30 AM MST

- Best practices for capital planning
- What is required in a long-term capital plan and capital budget
- Short and long-term funding concepts explained
- Developing a capital plan with a strategic emphasis
- Capital budget decision-making (how-to's and best practices)



Treasury and Risk Management

March 24, 2021
10:00 AM – 11:30 AM MST

- Best practices for financial controls
- Tax collection
- Cash flow management
- Banking RFP - Importance and how to's
- Investment strategies for municipal financial assets
- Reserves and restricted/un-restricted surplus strategy/policy



Leadership and Management Skills Critical for Success

April 21, 2021
10:00 AM – 11:30 AM MST

- Review of best practices for both leadership and management – municipal specific
- Leading and managing to success
- The key differences between leadership and management, and why both are critical
- How leadership and management can be utilized by the finance officer to enhance organizational and career success
- Based on the popular “Leadership Challenge”



Project Planning and Management

May 19, 2021
10:00 AM – 11:30 AM MST

- Key concepts related to project planning
- Developing a project plan (resources, timelines, responsibilities, challenges)
- Using project planning in your daily work to enhance success
- How to use project planning to motivate a team
- Developing a process for prioritizing projects



Canadian Association of Government Finance Officers



Centre for Municipal Education

WEBINAR CURRICULUM

AND SERIES ONE COURSE SCHEDULE (Continued)



Reporting Essentials: Chart of Accounts / Municipal Structure

June 16, 2021
10:00 AM – 11:30 AM MST

- What it is, and an overview of the 5 areas of the chart of accounts
- Using the chart of accounts to turn raw data into valuable information
- The key principles of planning for a quality chart of accounts
- Reviewing and improving the chart of accounts
- How to ensure financial systems are set up to effectively meet the diverse and complex needs of municipal reporting



Developing a Long-Term Financial Plan

July 14, 2021
10:00 AM – 11:30 AM MST

- Benefits of developing a long-term financial plan
- Key components of a long-term financial plan reviewed
- Long-term financial plan methodology
- Linking the strategic plan and the long-term financial plan to meet long term goals
- Long-term financial planning for financial sustainability



Financial Statement Disclosures - Requirements and Accounting

September 8, 2021
10:00 AM – 11:30 AM MST

- Financial statement best practices
- Financial disclosure requirements – disclosure checklist
- How full disclosure affects financial reporting
- Financial disclosures and the audit
- Financial disclosures in depth review
- Disclosure example



Municipal Strategic Planning

October 6, 2021
10:00 AM – 11:30 AM MST

- Fundamentals of municipal strategic planning (value, process, use, measurement)
- Use of a corporate plan to link the strategic plan to administrative actions
- Linkage of the strategic plan to business plans, budget and reporting
- Strategic plan communication strategies – public, administration
- Strategic plan and leadership (motivation to achieve goals)



Performance Measures

November 3, 2021
10:00 AM – 11:30 AM MST

- Best practices in performance measurement
- Examples of municipal performance measurements
- How to develop key performance measurements
- Developing a performance management framework
- Performance measurement versus performance management

Register At:

<https://bloomcme.com/education/>