

What is a MATI® course and what can I learn?

The Municipal Administrator’s Training Institute, or “MATI®” programs described below are professional development courses offered by Capilano University in partnership with the Local Government Management Association of BC (LGMA). Offered in a six day residential format, these interactive courses are designed to provide essential knowledge and skills needed by staff in local governments, related organizations, and First Nations governments in BC.

Join the hundreds of local government professionals around the province, including CAOs, managers, and technical and administrative staff who have taken one, some, or all of these MATI® courses.

MATI® Advanced Communication Skills for Local Government Professionals (PADM 205)

April 14 - 19, 2024

Venue:

**Harbour House Hotel
 Salt Spring Island, BC**

- Learn communication essentials – listening and open question techniques
- Manage difficult conversations and improve skills for resolving conflict
- Practice coaching and negotiating skills
- Improve council-staff communication
- Get advice on your own communication challenges
- Communicate better with diverse populations
- Learn public consultation approaches and techniques
- Discover best practices for communicating with and through the media



MATI® Managing People in Local Government Organizations (PADM 207)

May 5 - 10, 2024

**Harbour House Hotel
 Salt Spring Island, BC**

- Learn how to manage the performance of your department and organization
- Better understand labour relations and how to resolve issues
- Engage and motivate your staff
- Review and develop approaches to your “hire to retire” obligations to staff
- Learn recruitment, selection, interviewing do’s and don’ts
- Review succession planning essentials – forecasting, budgeting, and knowledge transfer
- Get advice on resolving your employee relations and workplace issues
- Learn how to build effective teams
- Discover employee professional development options to support future leaders

MATI® Leadership in Local Government Organizations (PADM 204)

2024 dates TBC

**Bayside Resort Hotel
 Parksville, BC**

- Assess your leadership strengths and competencies
- Improve interpersonal skills
- Learn to build collaborative relationships and consensus
- Coach, mentor, and inspire others
- Build better business cases and learn project management skills
- Focus on maintaining work-life balance, productivity, stamina, and sanity
- Learn the difference between leading and managing
- Develop new approaches to your leadership challenges
- Learn essential leadership skills and practice their application through simulation exercise – “A Day in the Life of a Senior Management Team”
- Discuss effective strategic and corporate planning practices

MATI® The Successful CAO: Advanced Management in Local Government (PADM 308)

February 23 -
February 28, 2024

Harbour House Hotel
Salt Spring Island, BC

- Analyze and recommend solutions to real-world scenarios faced by CAOs
- Develop effective strategies and a personal action plan for long-term success
- Learn and be mentored by experienced CAOs
- Build your best practices toolkit for supporting council and board effectiveness
- Apply public interest and ethical decision-making frameworks to key issues
- Learn effective approaches to managing relationships, “up, down, and out”
- Evaluate challenging local government scenarios and recommend solutions
- Identify strategies for supporting Council and Board effectiveness
- Apply management models to analyze your current local government situation

At MATI® courses you will also:

- Improve skills with hands-on practice and interactive discussions
- Benefit from smaller class sizes with focus on student participation and discussion
- Receive advice from expert practitioners on your workplace challenges and issues
- Develop a network of local government colleagues and exchange experiences and resources with them
- Have one-to-one access to prominent local government leaders
- Have fun while you are learning!

How do they fit with my career plans?

Get the essential skills and training you need to be more effective in your current position, and move into more senior leadership roles. When taken for credit, Capilano MATI® courses can be applied toward the Local Government Administration or Leadership Development Certificates, Advanced Certificate, or Diploma at Capilano University. For information about Board of Examiners Certificates and funding assistance, see the [Board of Examiners website](#).

Other MATI® Courses

Please see the Local Government Management Association website for more information on MATI® Foundations and MATI® for Approving Officers: www.lgma.ca.



2024 MATI® Times and Fees

Course Times: Each course is offered in residence for six consecutive days; Sunday afternoon to following Friday.

Fees:
\$3,412.50 + GST (Non-member)
\$3,129 + GST (LGMA member)
(This is an all-inclusive fee which covers tuition, course materials, accommodation, and meals).

LGMA members are entitled to a discounted rate.

To register and for further information, contact:

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