



Professional Development and Training Opportunities for Local Government

offered through the
Institute for Public Administration at the University of Delaware

2018

Municipal Clerks Certificate Training Program

A 40-hour program consisting of six Friday sessions

Program Dates

March 9
March 16
March 23
April 6
April 13
April 20

9 a.m. to 4 p.m.

Check-in begins
at 8:30 a.m.

Kent County Levy
Court Building

555 Bay Road
Dover, DE 19901

\$475 Registration Fee

Includes graduation luncheon and
morning and afternoon snacks

Scholarship information
available

Registration Deadline

February 26, 2018

Dare to be first.



Course Topics (*MMC topics) Include...

- Leadership, Organization and Management*
- Municipal Transportation Challenges
- Election Management and Administration
- Stress Management*
- Perfecting Your Public Speaking Skills*
- Planning Your Community's Future
- Collaborating with Police Jurisdictions*
- Current Legal Issues Impacting Municipalities*
- Media Relations*
- Strengthening Your Digital Footprint*
- Knowledge Management*
- Grant Writing
- Harassment in the Workplace*
- Accounting and Budgeting for Municipalities*
- Auditing Management*
- Sustainable Water Management
- Homeland Security and Your Town*



Training Coordinator

Fran Fletcher
Policy Scientist, IPA
University of Delaware

302-831-6812
franf@udel.edu

The International
Institute of Municipal
Clerks recognizes this
program for CMC and
MMC certification.

Register for this event online at

www.ipa.udel.edu/events.html

Interested in taking these courses for MMC certification credits? Contact Fran Fletcher at franf@udel.edu.