

# MSU Extension Programs for Local Governments

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**MSU Extension empowers local government leaders with skills and resources to drive positive change in their communities.** Our evidence-based programs are tailored to local priorities and promote good governance practices, leadership development opportunities, and forward-thinking policy decisions for communities of all sizes.

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## Local Government Leadership Intensive (6 hours)

Learn what it means to be a value-guided leader through this accelerated leadership workshop and guided facilitation designed for local government staff, department heads, and elected or appointed officials. Participants work their way through a leadership challenge in a way that is aligned with personal and shared values guided by a group-coaching model of applied learning.

***Developed in collaboration with the MSU Extension Great Lakes Leadership Academy.***

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## Governing Essentials\* (3 hours)

The educational sessions listed below can be offered as standalone programs for an in-depth exploration of each topic, or combined into the Governing Essentials series. The Governing Essentials series features 3 condensed, hour-long versions of each session that provide high-level overviews of the topics.

### ***Open Meetings Act\* (1-1.5 hours)***

The Michigan Open Meetings Act (OMA) furthers government transparency by requiring elected and appointed boards to provide notice and make decisions in an open public meeting. This in-depth training guides participants through the requirements of the OMA as well as provides answers to frequently asked questions. Educational instruction is paired with group engagement prompts for hands-on learning.

### ***Basics of Parliamentary Procedure\* (1-2 hours)***

An understanding of Roberts' Rules of Order, the most widely used parliamentary procedure authority, is fundamental for conducting productive public meetings. This training session focuses on parliamentary principles, including motions and debate and decorum during meetings. Participants engage in scenario-based learning and hands-on practice to hone their skills in effective decision-making and facilitation, with parliamentary procedure as a foundation.

### ***Components of Extraordinary Governance\* (1-3 hours)***

Better board governance leads to more effective organizations that drive greater impact in our communities. This session provides participants with a thorough overview of best practices and strategies for board governance they can apply as leaders in their own communities.

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## Setting Group Goals for Growth (3 hours)

This interactive workshop is perfect for groups, teams, and organizations interested in developing a strategic plan, setting goals, or planning for future needs. Through personalized facilitation, teams will leave the workshop with 5-7 priorities identified for future action.

***Developed in collaboration with the National Charrette Institute.***

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## Communicating Through Conflict (2 hours)

In high-pressure environments and public-facing roles, the ability to manage conflict is essential. Communicating Through Conflict is an interactive workshop designed to equip participants with practical tools and strategies to reduce tension, listen generously, give and receive feedback, and foster constructive dialogue both internally and with the public they serve.

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## Understanding Michigan Local Government (1-2 hours)

This workshop provides an overview of the history and structure of local government in Michigan, with a focus on county governments and townships, villages, and cities. The session also explores how local government is funded and ways to engage community members for strengthened involvement.

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## Budgeting for Fiscal Sustainability (1-2 hours)

This educational program focuses on implementing financial best practices, measuring fiscal health, and local government financial management fundamentals.

***Developed in collaboration with the Michigan Department of Treasury as part of the Fiscally Ready Communities program.***

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## Role & Responsibilities of a Planning Commission (1.5 hours)

Local officials have a responsibility to plan their communities, manage the impacts of economic and social change, and play a part in solving challenges their communities face. This program empowers local officials and staff with the tools, background, and education they need to understand the role and many responsibilities of our important planning commissions.

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To learn more, visit [\*\*canr.msu.edu/government\*\*](https://canr.msu.edu/government).

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